

COMMODORE

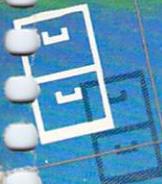
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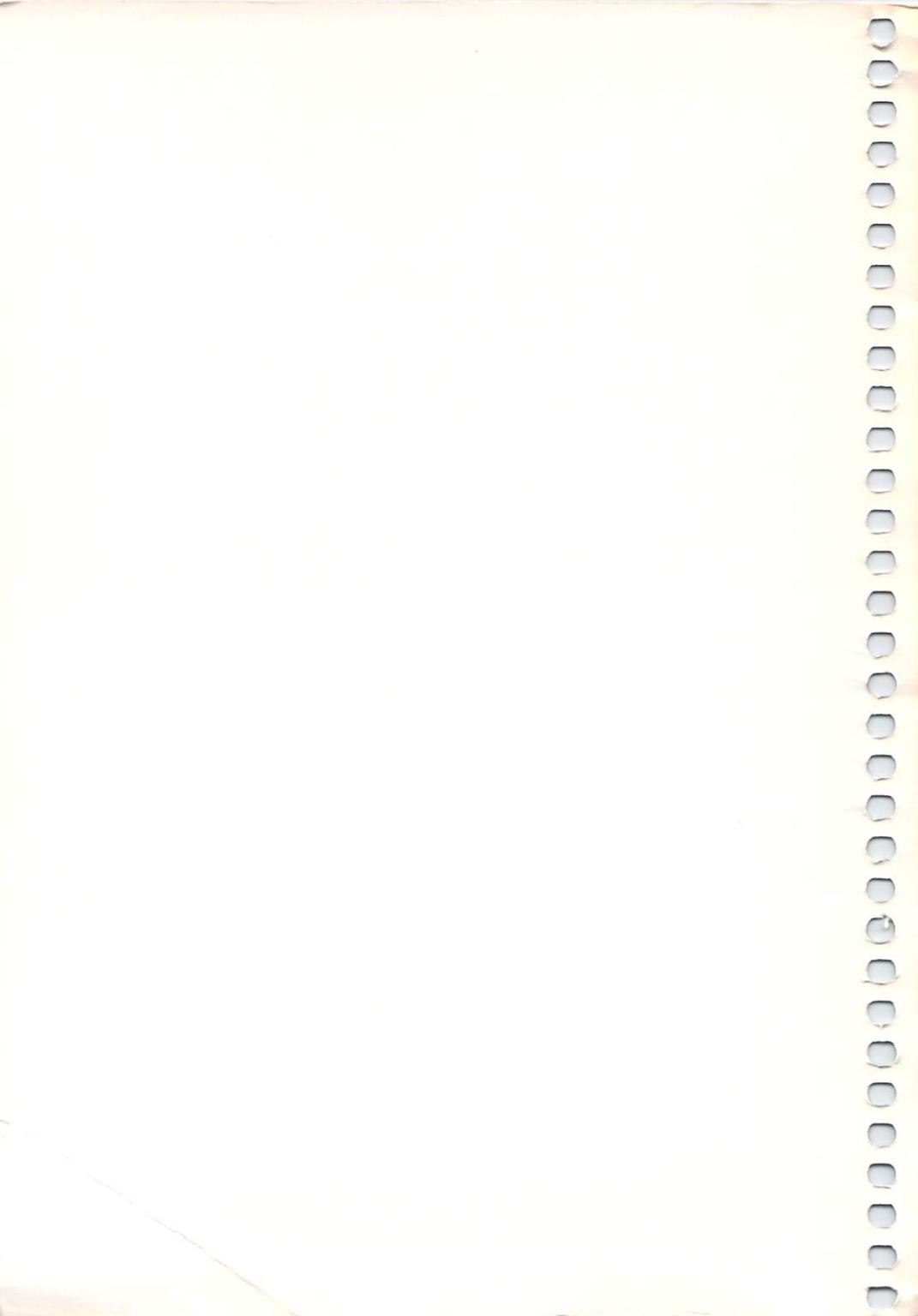
jane™

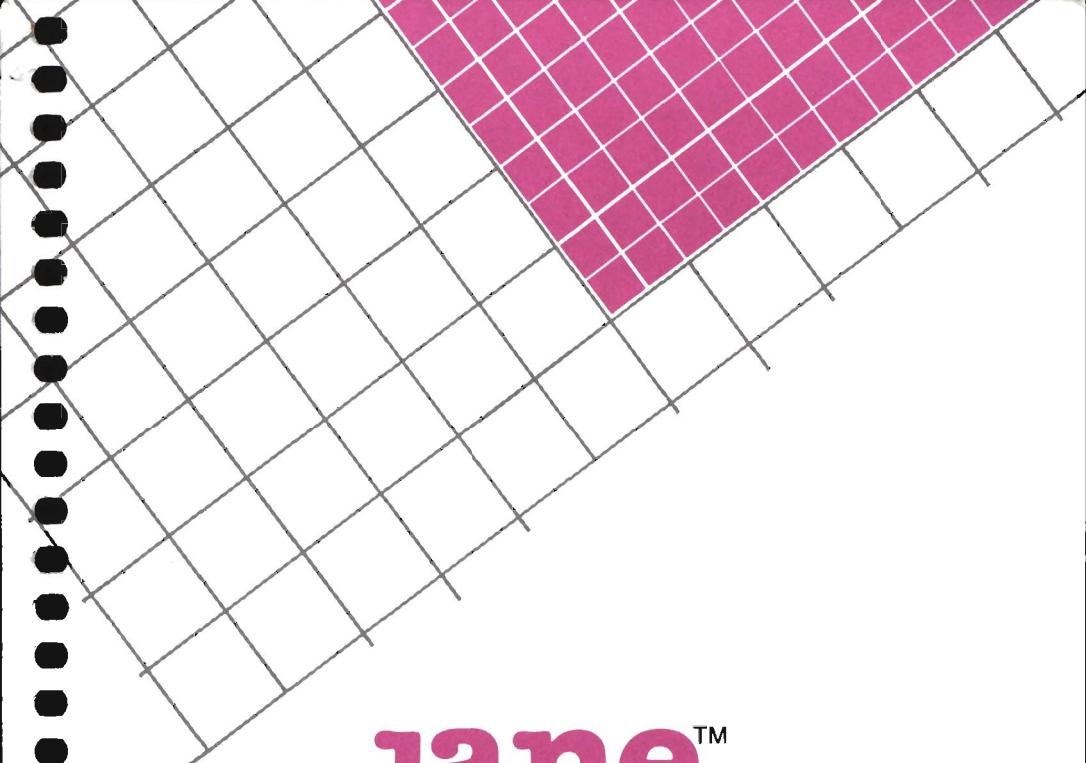
AN INTEGRATED
WORDPROCESSOR,
SPREADSHEET
AND FILING SYSTEM



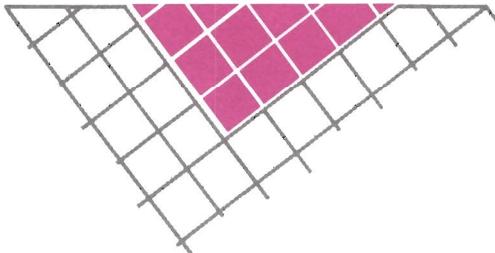
user's manual







jane™



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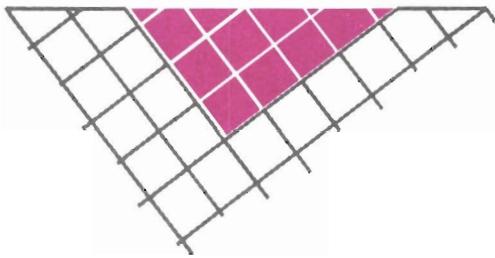
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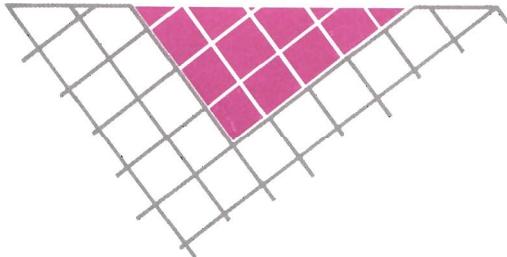
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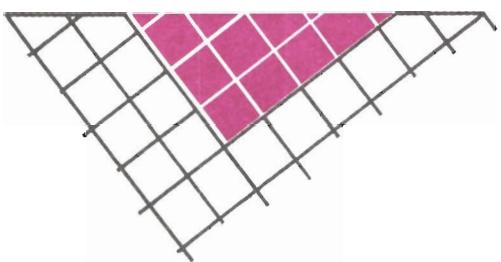
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1: Getting Started

Get ready to learn about a fun and easy-to-use time-saver that you can use for your paperwork tasks. Meet your home office helper: Jane.

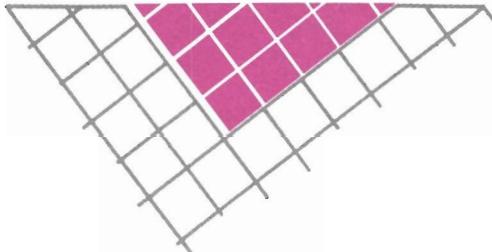
Meet Jane

Jane is practical. You can easily complete many of your routine tasks—letter writing, checkbook balancing, and address keeping—by using your computer and Jane.

Jane is fun. While working with Jane, you select pictures using a joystick, like a video game. You can completely avoid learning computer commands. You just point to a picture and press a button!

Jane is simple. The pictures are easy to understand—they illustrate the things you want to do. For instance, if you want to type a letter, you select the picture of a *typewriter*. If you want to throw away a letter, you just select the *trash can*.





Jane is Three Helpers in One

With Jane, you get three helpers: JaneWrite, JaneCalc, and JaneList. They work together, as well as separately. And all three helpers work very much the same. This means that after you learn your way around JaneWrite, the other two helpers—JaneCalc and JaneList—will be that much easier to learn.

Writing with Jane: JaneWrite

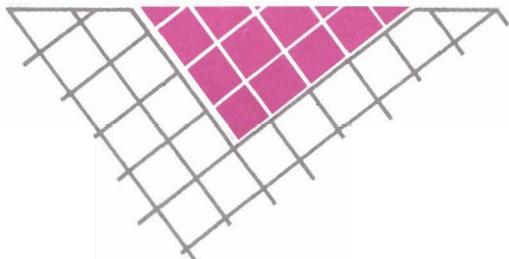
JaneWrite is basically a typewriter, but much easier to use because you don't have to retype anything to make corrections or move words around. And you can easily change the size of the print in your documents or make words look important by using **boldface** and underlining.

Use JaneWrite to write letters to friends, reports for school, or anything you would normally use a typewriter or pencil and paper to create.

Calculating with Jane: JaneCalc

JaneCalc is a calculator and a worksheet. The worksheet is a big, blank space that you can fill up with columns and rows of numbers to make calculations.

JaneCalc does, in a few seconds, the repetitive calculations that normally take a long time. And JaneCalc helps you fix mistakes fast. For instance, if you're using a calculator to total a column of 10 numbers and discover that you entered several of them incorrectly, you would have to add the



entire column again to get the right answer. With JaneCalc, you just change the incorrect numbers—JaneCalc automatically recalculates the total.

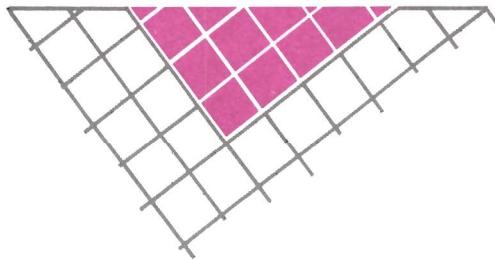
Use JaneCalc to do any job where you would normally use paper, pencil, and calculator. Using the blank worksheets that JaneCalc has already set up for you, you can put together your monthly budget and record your family's school marks. You can also design your own worksheets to fit more specialized needs.

Keeping Lists with Jane: JaneList

JaneList is an easy-to-use filing system that helps you keep track of lists of information. Think of JaneList as an electronic filing cabinet that contains the same kind of information that you'd keep in file folders or on forms. JaneList stores the information on "cards" that you can arrange alphabetically or numerically.

Using the cards that JaneList has already set up for you, you can keep track of your friends' birthdays, the names and addresses of important business contacts, and the titles and artists in your album collection.

You can also create your own cards, perhaps to record the title, author, and description of each book in your home library, or any other kind of information that you might want to keep track of.



Learning About Jane

You have two resources to help you learn about Jane: this handbook, and Jane itself.

Using this Handbook

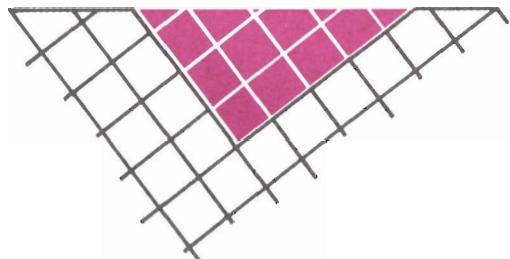
This handbook describes the basic things you need to know about Jane. Examples of using JaneWrite, JaneCalc, and JaneList are included, but because Jane is so easy to learn and use, these examples only introduce you to Jane; there are many features you'll discover on your own. You'll learn more about Jane by doing, not by reading.

Experimenting with Jane

Using this handbook as a guide, the best way to discover what Jane is all about is to experiment with Jane yourself. Jane works pretty much the same way whether you're using JaneWrite, JaneCalc, or JaneList, so it won't take you long to learn. And because you use a joystick and pictures to tell Jane what to do, Jane is very easy to get along with.

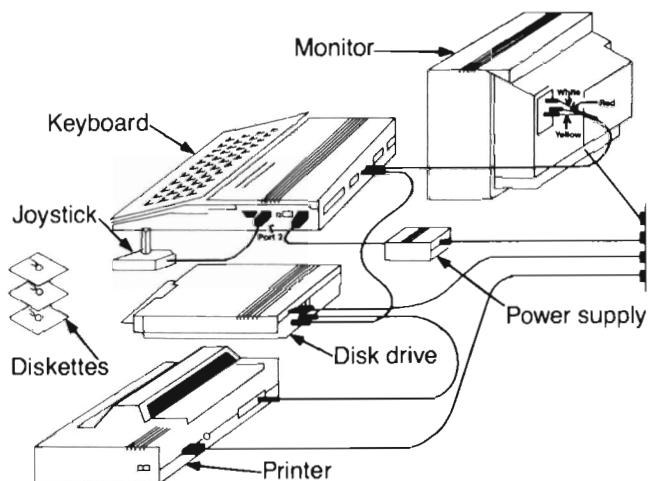
Go ahead and have fun—the more time you spend experimenting with Jane, the sooner you'll get comfortable using Jane. You'll be surprised how quickly this happens.

The fastest way to learn about Jane is to start Jane on your computer and work through the examples as you read this handbook. Then move on to bigger and better things by experimenting on your own.



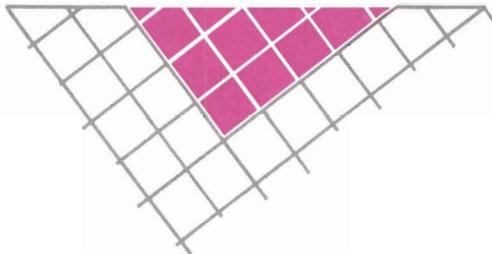
Get Ready!

Before you use Jane, you might want to have either a joystick or a mouse. Then go ahead and set up your COMMODORE 128™ computer so that it looks like this:



How to set up your COMMODORE 128 computer.

Note: You may use two disk drives. (Refer to your disk drive manual for instructions to properly connect both drives and change the device number of your second drive.)



When you buy Jane, you should find these items in your Jane package:

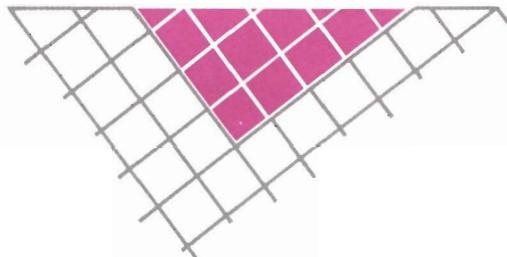
- This handbook, of course.
- One GRAY applications disk. The Commodore 128 computer uses this disk to run Jane for you. It's the disk you'll use to start Jane.
- One BLACK storage disk. Jane stores your work on this disk. For example, if you write a letter with JaneWrite, Jane puts the letter on this disk, where it stays until you want to work with it again.
- One YELLOW help disk. Jane stores all of its animated help screens on this disk. Jane asks you to insert the YELLOW disk whenever you request help.

After you set up your computer and check your Jane package, you're ready to start using Jane.

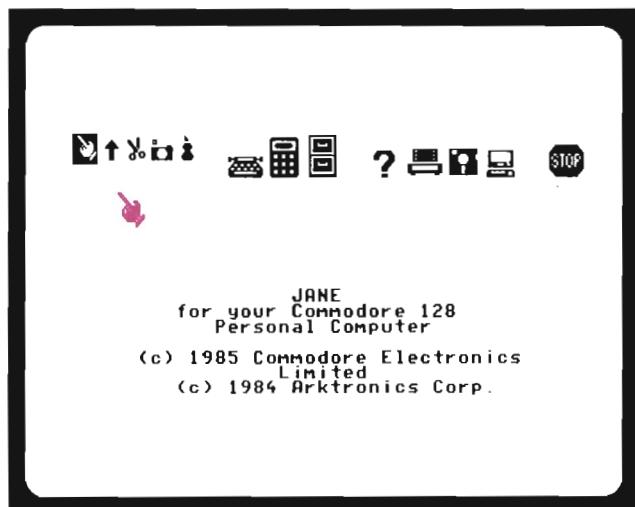
Get Set!

To start Jane, make sure your computer is **turned off**. Then follow these steps:

1. Open the door of your disk drive and insert the GRAY applications disk with the label facing up and towards you. Then close the disk drive door until it snaps shut.
2. Turn your disk drive on.
3. Turn your 40-column monitor or television on.



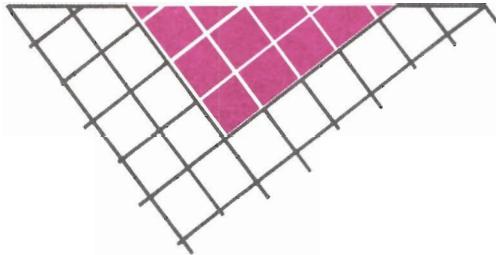
4. Turn your COMMODORE 128 computer on. In a few seconds, you should see a Jane title screen while Jane is starting up. Then you should see a screen like this:



Notice the *hand* in the middle of the screen. When you want to work with Jane, use the joystick to move this *hand* until the finger points to the picture that shows what you want to do. Then press the joystick button to select the picture and begin work.

Go!

You're now going to run through a very quick example that shows you how Jane works. In the example, you'll work with JaneWrite to fill in the blanks on your Jane ID card.



As you work through the example, you should pay attention to:

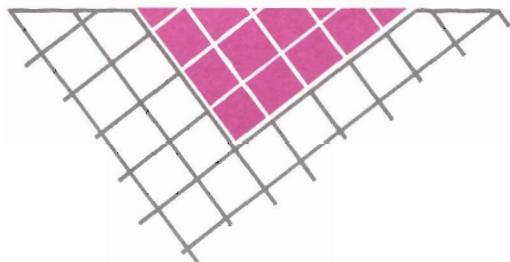
- How you start JaneWrite.
- How you begin working on a document.

These two tasks work the same whether you're using JaneWrite, JaneCalc, or JaneList.

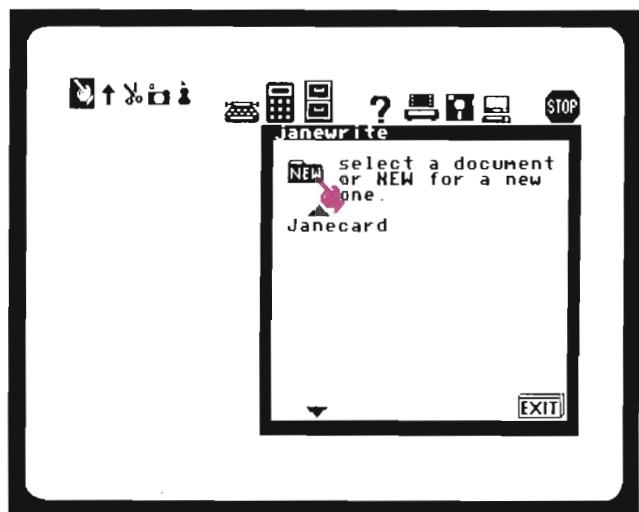
To fill in your ID card, work through these steps with Jane:



1. Use your joystick to move the hand to the *type-writer*. Be sure the fingertip touches the *type-writer*. Then press the joystick button. This tells Jane to "select" JaneWrite so you can use it.
2. Jane makes a sound to let you know it understands your request. Then Jane displays a box with a message inside. This box is called a "window". A window is simply a bordered area that contains information and perhaps a question you need to answer. The message in this window asks you to wait while JaneWrite starts.
3. Jane then displays a window asking you to insert your BLACK storage disk. Go ahead and remove the GRAY applications disk and insert your BLACK storage disk. Then press your joystick button.

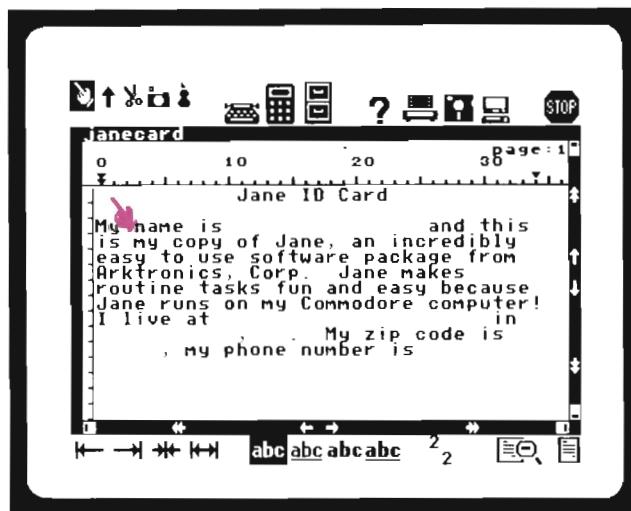
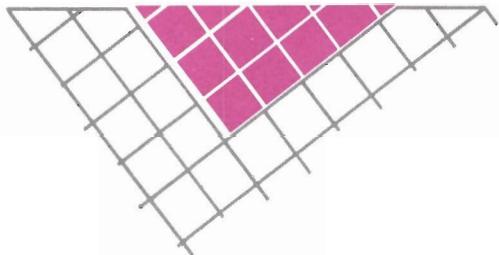


4. In a few seconds, you should see this screen:



Janecard

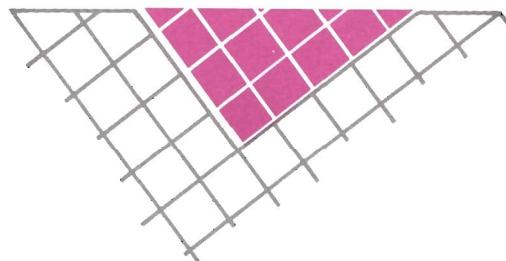
You use this window to tell Jane which JaneWrite document you want to work with. In our example, you want to choose "Janecard". To choose this document, point the *hand* to any one of the letters in the document name. Then press the joystick button. Jane displays your Jane ID card, which looks like this:



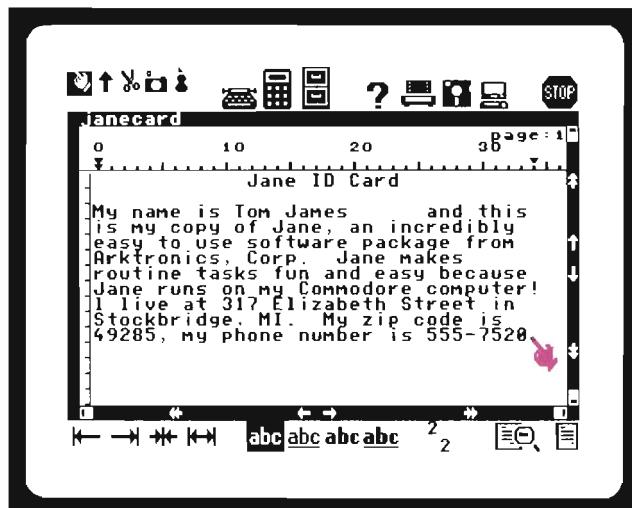
- Now you're ready to fill in the card. To do this, move the hand to the left side of a blank and type in the information. Then move to the next blank and fill it in. Do this until you've filled in all of the blanks.

If you make a mistake while you're typing, you can use the **(DEL)** key to correct your mistake. When you press **(DEL)**, Jane erases the character to the left of the hand. You can then go ahead and type in the correct information.

Or, if you want, you can just move back to the beginning of the blank and retype the information right over your mistake. Then use **(DEL)** to erase any remaining characters.



- When you finish filling in all of the blanks, your ID card might look something like this:



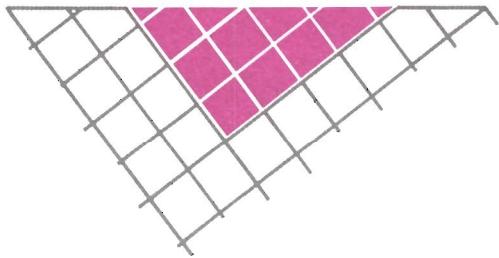
If you'd like a paper copy of your ID card, see "Printing with Jane", later in this section.

- To save your work and move on to another Jane task, select the stop sign. Jane displays a window that asks if you want to save your work. Press your joystick button to select YES.



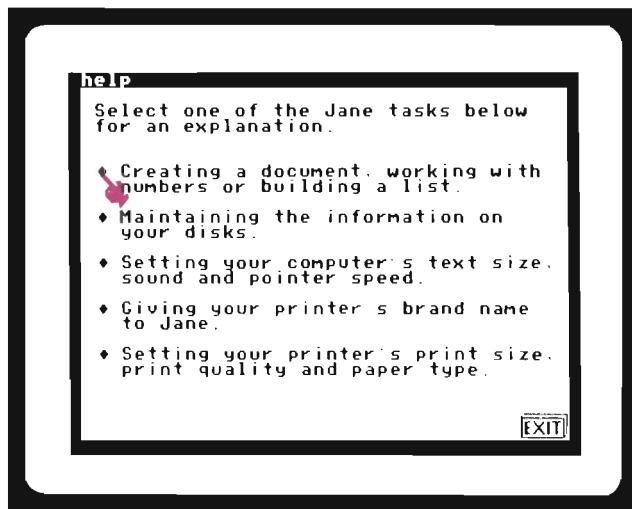
Good Help is Easy to Find

One of the best things about Jane is that it's ready to help you out with clear, simple explanations. And Jane's help is fun because the help screens are animated—like a cartoon or movie—so all you have to do is watch and learn.



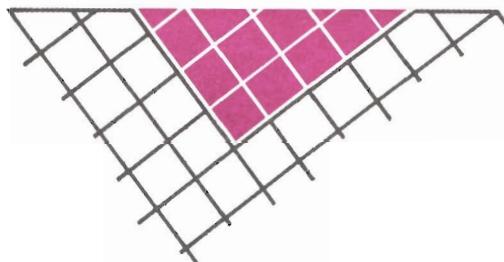
To get help, no matter what you're doing, use the joystick to move to the *question mark*. Then press the joystick button. Jane displays a list of tasks it can help you with.

To get general help about Jane, select the *question mark* before selecting JaneWrite, JaneCalc, or JaneList. Jane displays this screen:



To get help with JaneWrite, JaneCalc, or JaneList, select a document, worksheet, or list, move to the *question mark*, and press the joystick button. Jane displays a list of the tasks it can help you with.

To get help on any of these tasks, move the hand to the black diamond in front of the task you want to find out about, and press the joystick button. Jane then asks you to insert your **YELLOW** help disk.



Insert the disk and press the joystick button. Then sit back and relax as Jane displays the information.

Go ahead and try it. Once you use Jane's help, you'll see that getting information from Jane is as easy as going to the movies!

To go back to what you were doing before you selected help, select the EXIT picture at the lower right of the window.

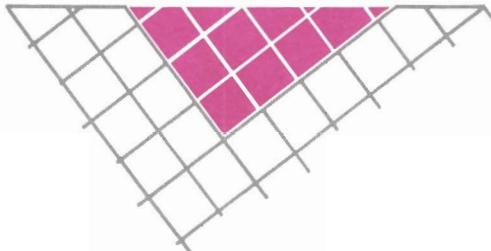
Learning the Basics

The next few paragraphs describe how to tell Jane what you want to do. You'll learn how to "select" pictures and use tools. You'll also learn how to use "highlighting" to tell Jane which parts of your documents, worksheets, and lists you want to work on. Finally, you'll learn how to adjust Jane's sound, the size of the letters you type, and how fast you can move tools.

Communicating with Jane

You communicate with Jane by using your joystick, mouse, or keyboard. When you first learn how to use Jane, we recommend you use the joystick or mouse because it's easiest to use right away. Then, once you have a handle on how Jane works, you might want to use the keyboard instead.

Using Your Joystick. If you've ever played video games, you already know how to move around the screen with a joystick. You just push the stick up (away from you) to move up the screen, push it left to move left, and so on. It's as easy as that.



Instead of zapping asteroids or shooting ducks, with Jane you pick or “select” a task you want to perform. “Selecting” a Jane task is the process of moving to a particular picture and pressing the joystick button.

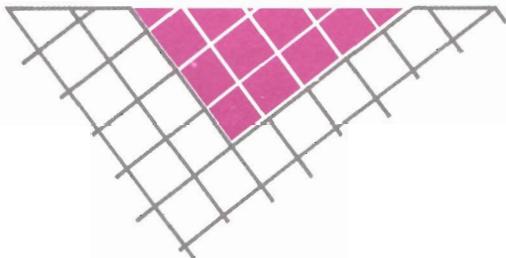
For example, when you first turn Jane on, the *hand* is the tool that appears on the screen. You can use a different tool by moving the *hand* until it touches the picture of the tool you want, and then pressing the joystick button. The instant you press the joystick button, Jane “highlights” the picture. The picture you just selected now becomes the tool that moves when you move the joystick.

Using Your Mouse. A mouse is an alternative pointing and selecting device to the joystick. By freely rolling the mouse across your desk surface, you can move tools around the screen like you can with a joystick.

Using Your Keyboard. If you decide to use the keyboard to work with Jane, you’ll find a complete listing of all the keys and their functions in Appendix A of this handbook. Even if you’re using the joystick to learn Jane, there are some commonly used keys that you might want to know about. These keys are explained at the beginning of Appendix A.

Selecting Pictures

As mentioned earlier, you tell Jane what to do by selecting the pictures displayed at the top of the screen.



These pictures tell Jane what you want to do.

Picture

TypeWriter



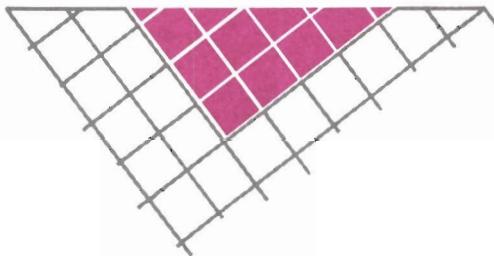
Description

Selects JaneWrite so you can type a letter, report, or any other kind of document.

Calculator

Selects JaneCalc so you can create a budget, estimate, or any other kind of worksheet involving numbers and calculations.





Filing cabinet



Selects JaneList so you can keep track of any kind of information.

Question mark



Requests help from Jane about what you're doing.

Printer



Prints any document, worksheet, or list.

Disk



Makes copies of, gets rid of, and gives new names to documents, worksheets, and lists. Also prepares a new disk to be used as a storage disk.

Computer

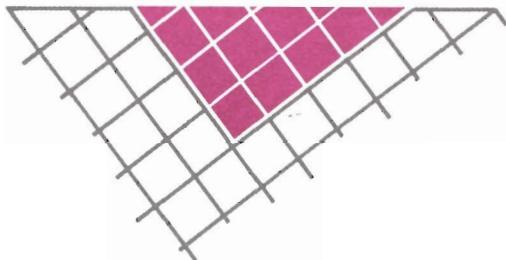


Sets up your printer. Also controls the size of text displayed on the screen, the pointer speed, and the sound.

Stop sign



Stops whatever work you're doing.



Using Tools

You use different tools for different purposes. Tools let you type in and delete words and numbers, as well as make a copy of your work so you can insert it somewhere else. These pictures tell Jane which tool you want to use:

Tool

Hand



Insert arrow



Scissors



Camera



Paste jar



Description

Types words or numbers, changes the format of a document, calculates numbers, and selects other pictures.

Inserts words into documents, inserts results into equations, and changes the print style of existing documents.

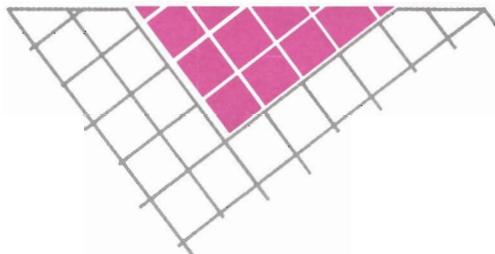
Deletes or “cuts out” part of a document, worksheet, or list.

Copies or “photographs” part of a document, worksheet, or list so that you can insert or “paste” it elsewhere.

Inserts or “pastes” part of a document, worksheet, or list you’ve already photographed with the camera or cut out with the scissors.

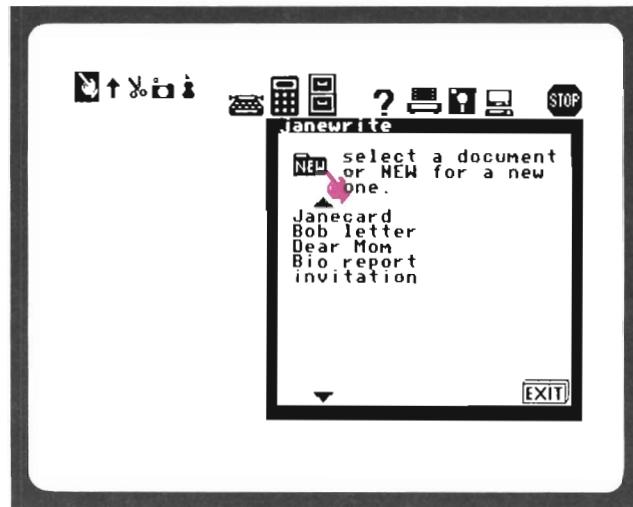
Selecting Work

Whenever you use Jane or one of its helpers, Jane displays a “directory”. A directory lists all of your Jane work or all of your work for that Jane helper.



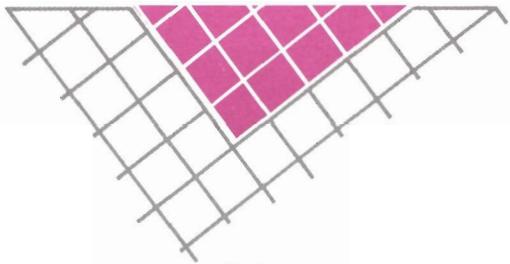
Jane displays the directory so that you can tell it which document, worksheet, or list you want to work with.

For instance, your JaneWrite directory might look like this:



You can see that a directory is no more than a list of the names you give to your work. If the list contains more names than Jane can display in the directory window, you can see the other names by selecting the triangles at the top and bottom of the window.

You use the directory to tell Jane that you want to work with an existing document, worksheet, or list, or that you want to create a new document, worksheet, or list.



Selecting Existing Work. To work with something that already exists, just select its name from the list. Jane then displays it on your screen.

Starting New Work. To create something new, just select the picture in the directory window that says NEW. Jane then displays a window that asks you to type the name of your new document, worksheet, or list. Just type the name, which can be 10 or fewer letters long. The name can also contain numbers. This handbook refers to letters and numbers as **characters**.

After you type the name, press **RETURN** and your joystick button. Jane then displays a blank document, worksheet, or list on your screen for you to fill in.

Making Changes

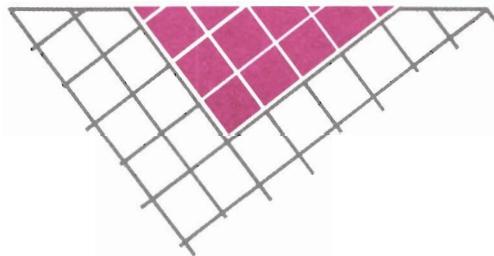
When you want to make a change to your document, worksheet, or list, you need to tell Jane exactly what the change is.

For example, assume that you want to remove a paragraph from a letter. Before Jane can delete it, Jane needs to know which paragraph it is. You tell Jane what you want to delete by “highlighting” the paragraph.

Here are the steps for highlighting a paragraph in a document:

1. Select the tool you want to work with. If you want to delete or move the paragraph, select the scissors. If you want to copy the paragraph, select the camera.





highlight
blank line
Cursor ↓
highlight
entire line
below

2. Move the tool to the beginning of the paragraph.
3. Press the joystick button and **hold it down** as you move the tool to the end of the paragraph. Watch as Jane highlights everything the tool passes over.
4. When you release the joystick button, Jane removes the paragraph or takes a picture of it. If you used the scissors, Jane removes the paragraph and places it in storage. You can insert it anywhere you want by using the *paste jar*.

If you used the *camera*, Jane leaves the paragraph where it is, but also makes a copy of it. Now, you can insert the copy anywhere you want by using the *paste jar*.

You use highlighting to tell Jane about other changes too. You might use it to tell Jane which column of numbers you want to delete, or which sentence you want to make a copy of. Whatever change you want to make, highlighting always works the same way.

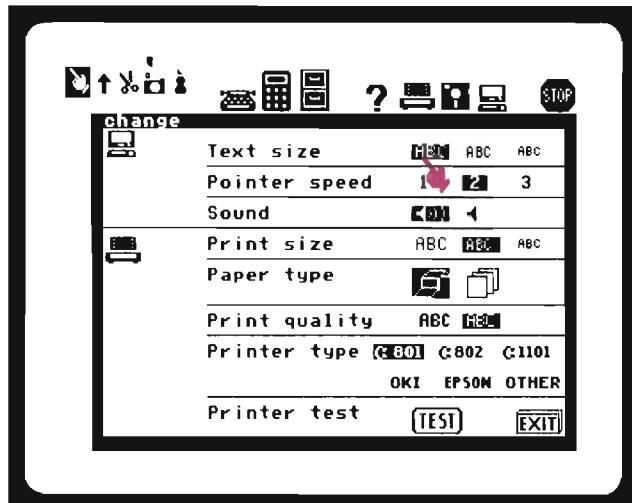
Note: You can also highlight information using your **C** key and cursor movement keys. Just press the **C** key, hold it down, and then use the cursor movement keys to highlight the information. (See Appendix A for a list of cursor movement keys.)

Adjusting Text Size, Pointer Speed, and Volume

You can control Jane's sound, the size of the letters and numbers you type, and the speed of moving tools. You can change any of these features by



selecting the *computer* picture. Jane displays this screen:



Look at the top portion of the screen for the pictures you need to use. The following table tells you how to change each feature.

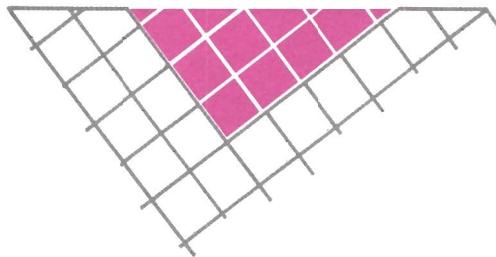
Picture

Text size

ABCABCABC

Description

Jane displays information in one of three sizes: large (40 characters per line), medium (64 characters), or small (80 characters). Jane displays in the large size unless you tell it otherwise. Just select one of the other two pictures if you want the small or medium size. Keep in mind that large words are easier to read, but the small size lets you get more on the screen.



Pointer speed

1 2 3

Select the picture that represents the speed at which you want to move the tool: “1” is slow, “2” is medium, and “3” is fast. The tool moves at medium speed unless you tell Jane otherwise.

Sound



You use this picture to control Jane’s sound. You can turn the sound off with the picture on the right.

You can adjust these features at any point while working with Jane.

Exiting from Windows

Jane displays a window to get information or action from you. For example, Jane displays a window to ask you what you want to call a document and to ask if you want to save your work.

Whenever Jane displays a window, you can get out of it by selecting EXIT. If you select EXIT, Jane removes the window and takes you back to wherever you were before you saw the window.

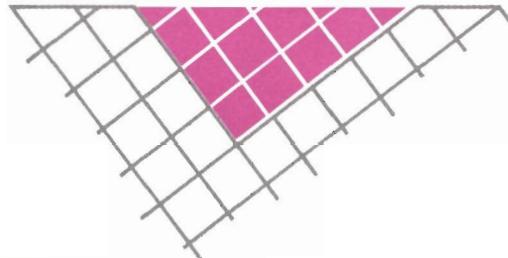


Printing with Jane

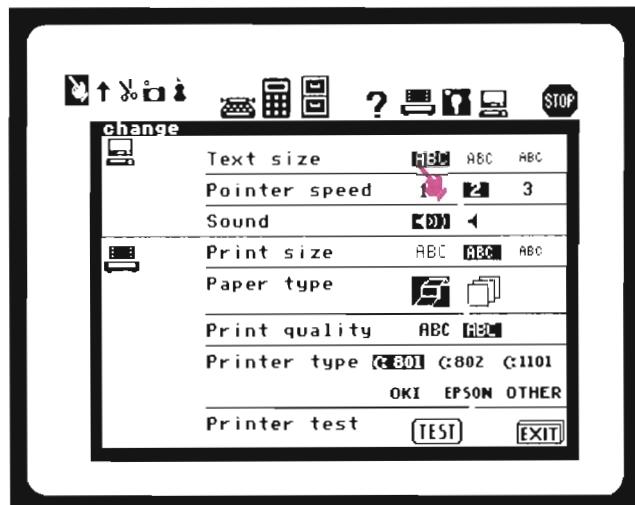
Before you stop work, you can have Jane print your work on paper by “sending” your work to the printer.

Telling Jane about Your Printer

Before you have Jane send your work to the printer, you need to tell Jane a few things about how to print your work. For instance, Jane needs to know what kind of printer you have and what print size you want.



To set up your printer, select the *computer* picture. Jane displays a screen that looks like this:



Look at the bottom portion of the screen for the pictures you need to use. The following table tells you which pictures to select to set up your printer.

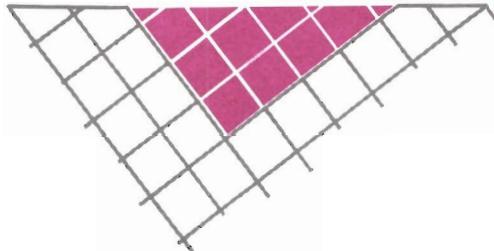
Picture

Print size

ABC ABC ABC

Description

Jane has three print sizes: large (10 characters per inch), medium (12 characters per inch), or small (15 characters per inch). Jane prints in the medium print size unless you tell it otherwise. Just select one of the other two pictures if you want smaller or larger print.



Paper type



You can print on one of two kinds of paper: continuous-form (connected sheets with holes on the side) or single sheets. Jane assumes you're printing on continuous-form paper. If you want to print on single sheets, select the *sheets* picture.

Print quality



Jane lets you select from two print qualities: "correspondence" and "draft". Draft quality is printed more quickly than correspondence quality, but correspondence looks much nicer than draft. Use draft for your "practice runs" and correspondence for your final copy.

Printer type



Jane is ready to print on five printers: MPS 801 (MPS 803, 1525), MPS 3023 (1526), DPS 1101, Oki* 92 (93, 82A, Okimate *-10), and Epson* MX80 (PX80, MX100, DX80, Gemini* 10X). Jane assumes you have an MPS 801. If you aren't using an MPS 801, select one of the other four printer pictures.

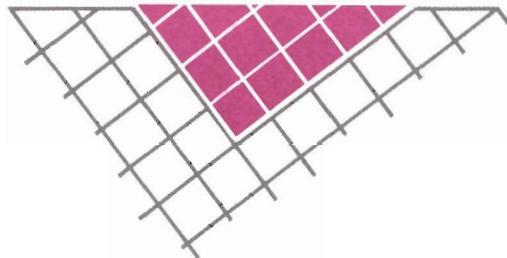
If you don't have any of these printers, you can use a special helper called a "utility" to set Jane up for the printer you do have. After using the utility, you can then select the *other* picture to use your printer. See Appendix B, "Printer Utility", to find out how.

After you select all of the appropriate pictures, you should test your printer to make sure it prints the way you want it to.

* Oki and Okimate are trademarks of Okidata a division of Oki America, Inc.

* Epson is a registered trademark of Epson America, Inc.

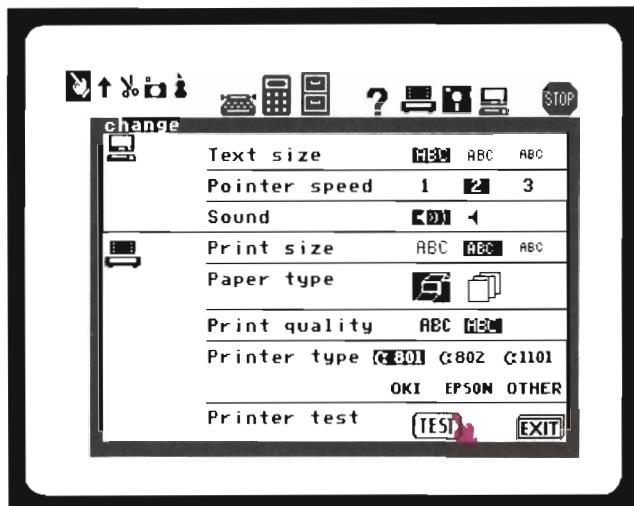
* Gemini is a trademark of Starmanufacuring, Inc. a parent company of Starmicronics, Inc.



Testing Your Printer

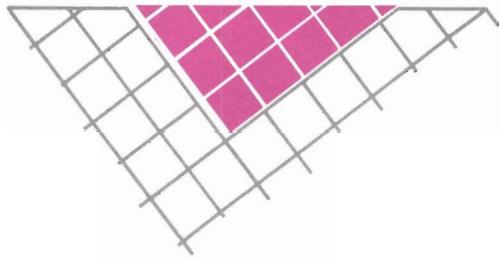


To test your printer, select the *computer* picture. Jane displays this screen:



After selecting your printer, select the *test* picture. Jane displays a window that asks you to prepare your printer. Prepare your printer and then select OK. Your printer prints a special test pattern; it should look like this:

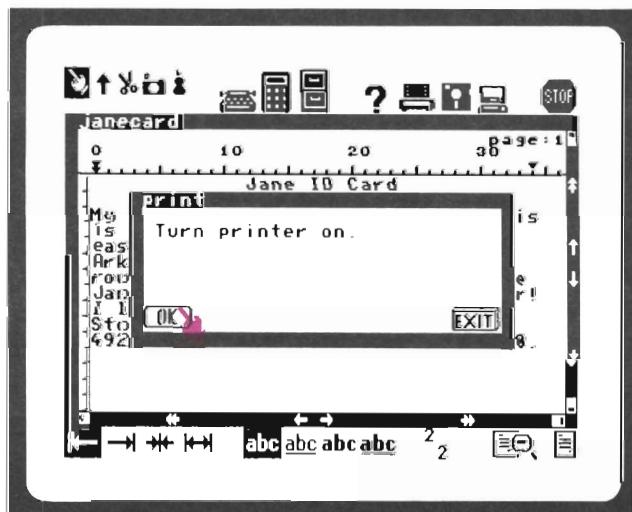
This is the Jane printer test.
This is a new line.
This is boldface.
This is underlined.
This is superscripted.
This is subscripted.
This is draft quality.
This is final quality.
This is small text.
This is normal text.
This is large text.

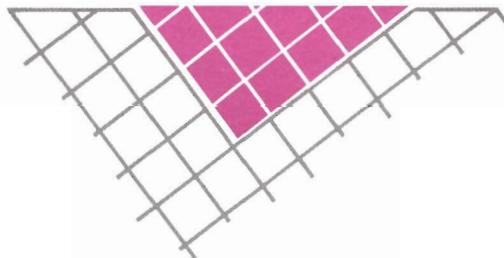


If nothing prints on your printer, check to make sure that the printer is plugged in and turned on, and that it's properly connected to your COMMODORE 128 computer (refer back to "Get Ready!"). Some printers may not be able to perform certain functions (such as, subscripts and superscripts), and therefore your test results may differ slightly. If your test results don't look like the pattern above, check your printer's capabilities or select a different printer picture and try again.

Sending Your Work to the Printer

Sending your work to the printer is easy with Jane. When you are satisfied with your work, whether it's a letter, budget, or a list of book titles, select the *printer* picture. Jane then displays this window asking you to turn your printer on:



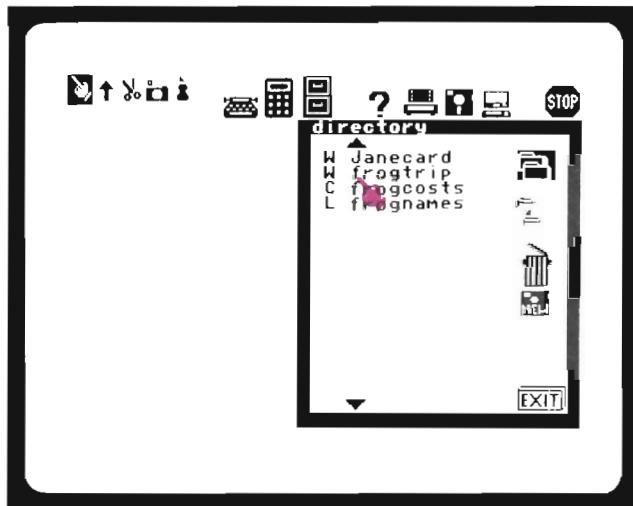


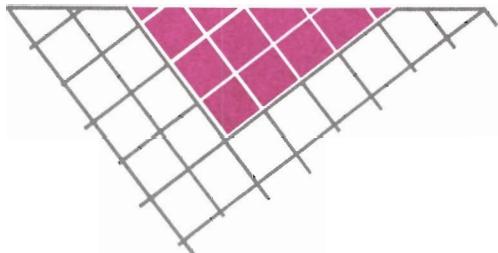
After you turn your printer on (be sure you've inserted paper!), select the OK picture. Jane prints your work on paper.

Housekeeping With Jane

Jane saves all the work you do on your BLACK storage disk. After a while, you may have quite a number of different documents, worksheets, and lists. To help you keep it all straight, Jane does "housekeeping" for you.

Whenever you want to perform housekeeping tasks, select the *diskette* picture. Jane displays this window:





Jane inserts a W, C, or L in front of the document, worksheet, or list name to indicate whether it belongs to JaneWrite, JaneCalc, or JaneList.

You can select from several housekeeping tasks to keep your storage disk in the best working order. These housekeeping tasks include making copies of, throwing away, and giving new names to documents, worksheets, and lists, as well as preparing a new storage disk.

You select one of the following pictures to perform a specific housekeeping task.

Picture

Copy



Description

Makes a copy of one document, worksheet, or list. After you select the *copy* picture, select the name of the document, worksheet, or list you want to make a copy of. Jane duplicates it and then displays the directory again.

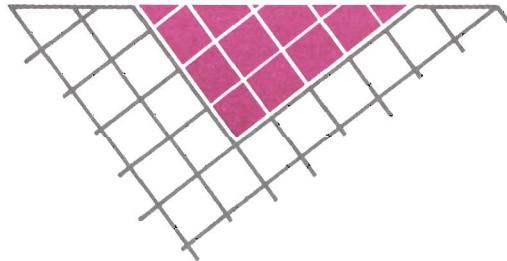
The copy appears in the directory with the same name as the original, but with a ".2" added at the end of the name. This is Jane's way of telling you that this is the copy.

Rename



Changes the name of a document, worksheet, or list. After you select the *rename* picture, select the document, worksheet, or list you want to rename.

Jane then asks you for the new name. Just type in the new name, press **(RETURN)**, and press your joystick button. Jane displays the directory again, this time with the new name.



Delete



Lets you delete a document, worksheet, or list. To make room for new work, you can delete the item you no longer use.

After you select the *trash can* picture, select the document, worksheet, or list you want to delete. Jane displays a window warning you that the selected item will be lost for good. Press your joystick button to delete the document, worksheet, or list.

Jane displays the directory again; it no longer shows the name of the item you just deleted.

Prepare a disk



Prepares a blank disk on which Jane can store data. You need to prepare a new blank disk only when your current BLACK storage disk becomes full. You can do this whenever you need to, no matter what you're doing with Jane.

After you select the *disk* picture, Jane asks you to insert a new blank disk. After you insert the new disk that you want Jane to prepare, press your joystick button. Jane prepares the disk and displays the directory again. You can now use this disk just like you use your original BLACK storage disk.

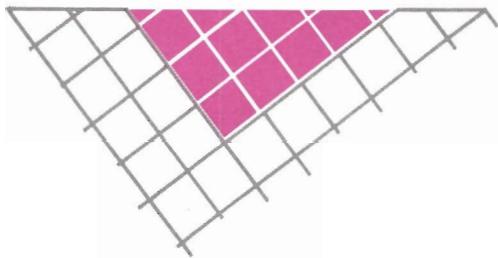
Stopping Work

When you finish working with your information, select the *stop sign*. Jane displays a window asking if you want to save your work.

Select YES if you:

- Created a new document, worksheet, or list.
- Made changes to an existing document, worksheet, or list.





Jane saves your work and displays the screen you see when you first start Jane.

Select NO if you didn't create anything new or make any changes. Jane then displays the screen you see when you first start Jane. Remember, you can always stop what you're doing by selecting the *stop sign*.

Leaving Jane

After you have selected the *stop sign* and saved whatever work you've done, you can leave Jane by turning off your computer, disk drive, and monitor. Be sure you remove the disk from the disk drive and store it safely before you've turned everything off.

You're Off!

Now that you've read through this section, you should have a pretty good idea of what Jane is all about. Go ahead and read on to learn more about Jane's helpers. You'll find the examples in each of the next sections useful in learning the specifics of how to work with JaneWrite, JaneCalc, and JaneList.

2: Writing with Jane

In this section, you'll learn how to write letters and other documents with JaneWrite.

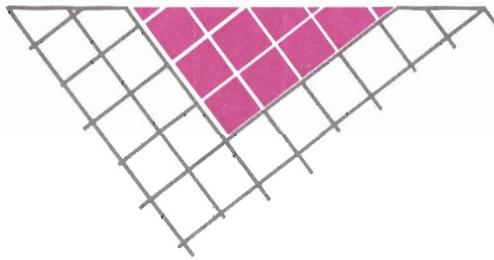
This section begins by giving you some general procedures for creating documents and making them look exactly the way you want them to. You can try out these procedures if you like—if you find yourself in a bind, just select the stop sign and NO to cancel what you've done.



You'll also get to practice using JaneWrite by following the exercise later in this section. In this exercise, you'll type and make changes to a letter written by club secretary Woody Webfoot to the members of the Calaveras County Frog Jumping Club. You'll work with this letter again in later sections of this handbook.

Meet JaneWrite

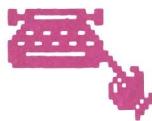
JaneWrite makes writing documents more fun and interesting than using a typewriter or pencil and paper. With JaneWrite, you can fix your typing mistakes quickly with your joystick. You can move



sentences and paragraphs from one place to another without retyping them. There's even a JaneWrite picture that tells JaneWrite to search for particular words and replace them with words you give to Jane.

With JaneWrite, you can make your document look just the way you want it to. You can emphasize particular words with **boldface** and underlining. You can type superscripts (such as 3^2) and subscripts (like any word). You can even type different accents to produce non-English words. And you can line up your paragraphs evenly on the right or left side, or both sides if you prefer. You can also center lines in the middle of the page.

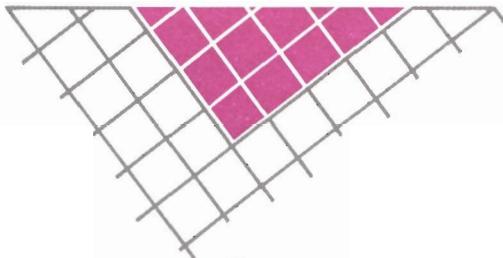
Selecting JaneWrite



Anytime you want to work with JaneWrite, simply start Jane and then select the *typewriter* picture that you see at the top of the screen. Jane displays a window asking you to wait while it starts JaneWrite. Then Jane asks you to insert your BLACK storage disk. After you insert your storage disk, Jane displays your JaneWrite directory.

Selecting a Document to Work With

The JaneWrite directory lists all of your existing documents. You use the directory to tell JaneWrite which document you want to work with. You can create a new document or work with an already existing document.

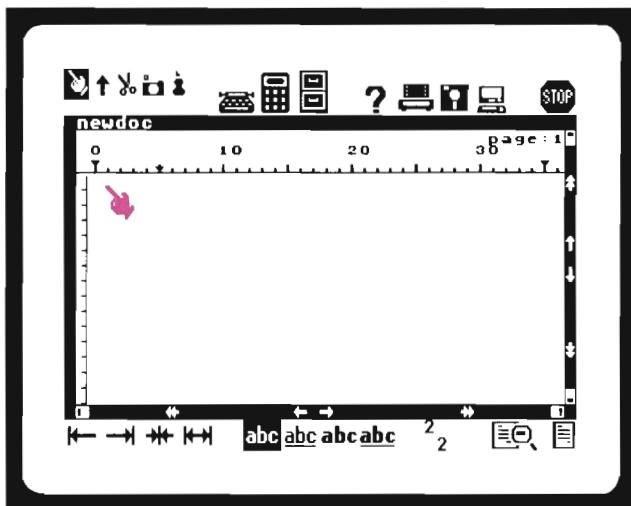


Creating a New Document



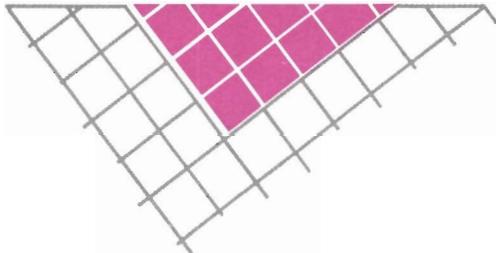
To create a new document, select the picture in the directory that says NEW. Jane asks you to type the name of your new document. Go ahead and type in any name you want, as long as it's 10 or fewer characters long.

After you tell JaneWrite the name of the document, press **(RETURN)** and your joystick button. JaneWrite then displays a blank screen containing your document name, like this:



Working with an Existing Document

To work with an already existing document, just select the name of the document you want to work with. Jane displays the first page of the document.

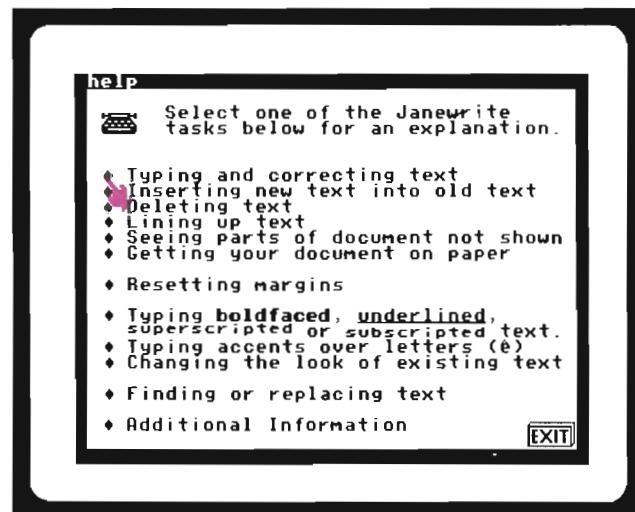


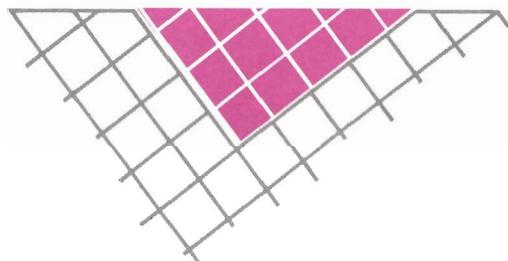
Jane can display another part of your document if you don't want to work on the first page. Refer to "Seeing Parts of Your Document Not Shown" later in this section to find out how to work on other parts of your document.

Good Help is Easy to Find

If you ever have any questions while working with JaneWrite, you'll find the JaneWrite animated help screens very useful. When you ask for help while using JaneWrite, you see a demonstration of how to perform particular JaneWrite tasks.

You can get JaneWrite help by selecting the *question mark*. JaneWrite displays the following screen, which lists the JaneWrite tasks you may need help with.





To get help with a particular task, just select the task and then follow Jane's instructions for inserting your YELLOW help disk. JaneWrite then displays the help information. You sit back and learn about the task you've chosen.

To get back to whatever you were doing before you selected help, just select EXIT.



Using JaneWrite Pictures

As you work with JaneWrite, you can use a number of functions to tailor the appearance of your document text just the way you want it. The functions of all the JaneWrite pictures are explained in the table below.

Picture

Even left side



Description

Lines up your text on the left side and leaves it uneven on the right.

Even right side



Lines up your text on the right side and leaves it uneven on the left.

Centered text

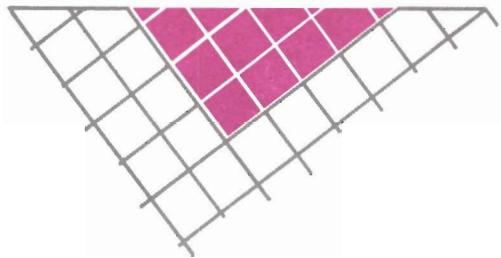


Centers your text between the page margins.

Blocked text



Lines up your text evenly on both the left and right side.



Standard text

abc

Types standard text, with no emphasis, or returns your text to standard. When you start JaneWrite, this is the text style JaneWrite has selected for you.

Underlined text

abc

Types your text with an underline.

Boldface text

abc

Types your text in **bold**.

Bold underlined

abc

Types your text in **bold underline**.

Superscript

²
2

Moves characters a half line ^{higher} than standard characters.

Subscript

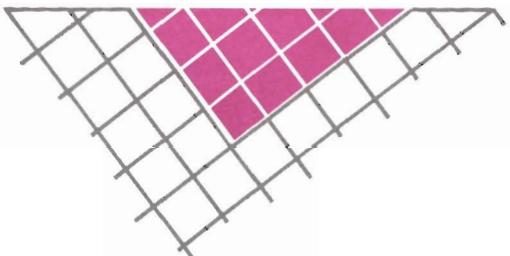
₂
2

Moves characters a half line _{lower} than standard characters.

Find text



Searches for text that you want to find. If you like, JaneWrite then replaces this text with other text you specify.



Page format



Changes the page format and adds a title and page numbers to your document.

Exercise 1: Writing a Letter with JaneWrite

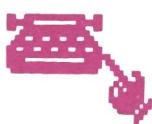
In the next few pages, you'll learn how to use JaneWrite to create and edit a letter. You'll see how to do the whole process in just a few simple steps. As you read through these pages, you'll gain the most by working through the example and actually doing the things described.

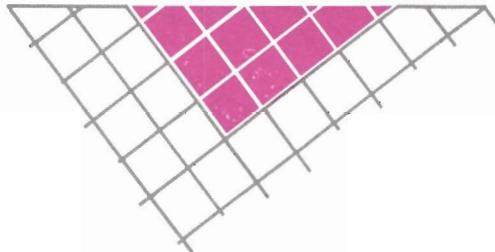
The example you'll learn about is an imaginary letter written by the secretary of the Calaveras County Frog Jumping Club to club members. The letter informs members about the particulars of a field trip to a nearby frog farm.

In Section 3 of this handbook, you'll learn how to use JaneCalc to create a simple worksheet that details the costs of the field trip. In Section 4, you'll learn how to use JaneList to begin creating a membership list of the Calaveras County Frog Jumping Club. In Section 5 of this handbook, you'll learn how to insert the JaneCalc worksheet and part of the JaneList example into the imaginary letter that you'll write in the following exercise.

Selecting JaneWrite

To select JaneWrite and begin working on your letter, select the picture of the typewriter and follow Jane's instructions for inserting your BLACK storage disk. Jane then displays your JaneWrite directory.



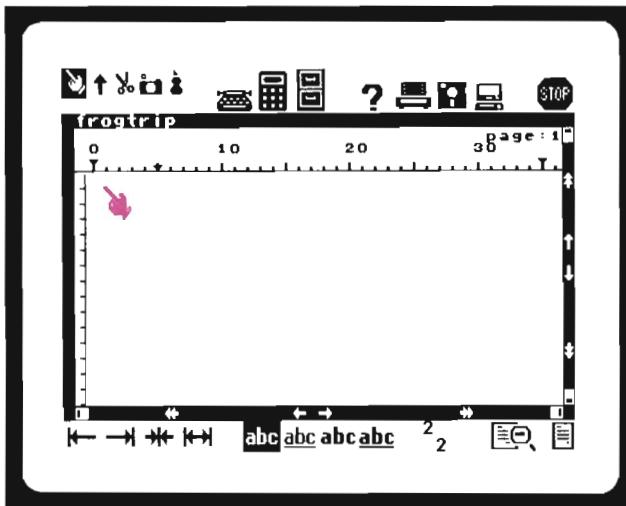


Creating a New Document

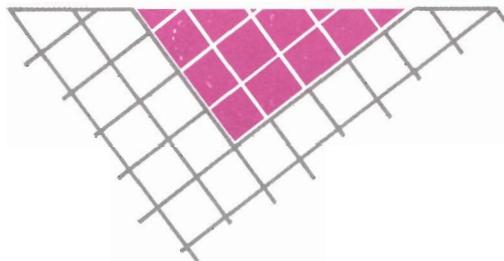


As soon as your JaneWrite directory appears on the screen, select the NEW picture to tell JaneWrite that you want to create a new document.

JaneWrite asks you for the name of the document you want to create. Using your keyboard, type “frogtrip”. Now press **RETURN** and the joystick button. JaneWrite displays a window with the name of your document, “frogtrip”, which looks like this:



Typing the Letter. Typing text with JaneWrite is basically the same as using a typewriter. As you begin typing, your text starts appearing where the hand is pointing. When you reach the end of a line, you can keep typing. Watch how Jane “wraps”



your text to the beginning of the next line. The only time you need to press **(RETURN)** is when you want to start a new paragraph. When this is the case, press **(RETURN)** twice.

If you make a typing mistake, you can correct it with the **(DEL)** key.

Here's the text of the secretary's letter. Be sure you type the words **exactly** as they appear, including what seem to be mistakes—you'll learn how to fix the mistakes after you type the letter.

July 1, 1985

Dear club member,

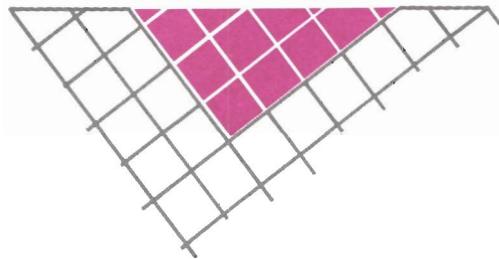
I'm jumping with joy to report to you that our annual field trip and frog jumping contest to the Calaveras County Frog Farm is just one month away! Here are the details for this, the most exciting frog jumping function of the year.

The cost of this year's field trip includes transportation, the farm tour, lunch, and the entrance fee for the jumping competition. As always, we're offering our usual 15% discount for senior members. I've detailed the costs for you below.

This year's first prize for the frog jumping competition is an all-expense-paid trip for two to the Frog Jumping Hall of Fame!

Please send your checks to our club treasurer, Holly Hopright by July 21. Here is her address:

The club bus will leave from headquarters at 8:00 a.m., August 7,



and the frog farm tour will begin at 9:00.

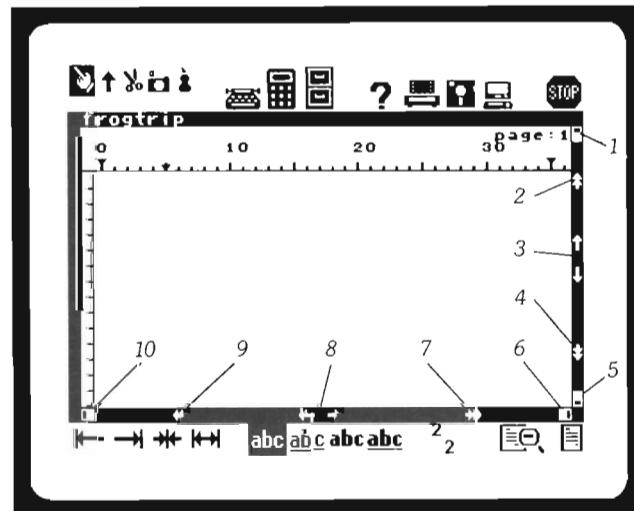
I hope to see you and your best jumper on August 7!

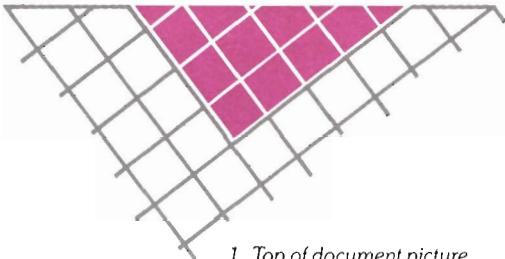
Sincerely,

Woody Webfoot
Club Secretary

Seeing Parts of Your Document Not Shown

After you type the letter, you'll notice that it doesn't all fit on one screen. To see parts of the letter that do not appear on the screen, you can select the pictures on the far right and bottom of the screen border, shown here:





1. Top of document picture
2. Top scrolling arrow
3. Middle scrolling arrows
4. Bottom scrolling arrow
5. Bottom of document picture
6. Right side picture
7. Right scrolling arrow
8. Middle scrolling arrows
9. Left scrolling arrow
10. Left side picture

Hand at left

- Hand at left
con't

Hand doesn't
move to Rot
border.



You can "scroll" or move to the top by selecting the *top of document picture* at the top on the right side of the screen border. You can scroll back to the bottom of your document by selecting the *bottom of document picture* at the very bottom on the right side of the screen border.

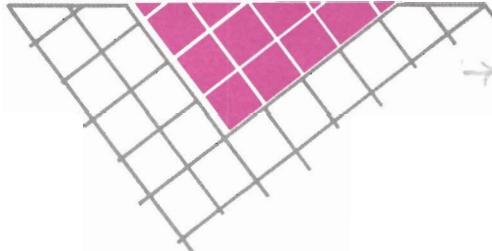
The "scrolling arrows" on the right side of the border scroll up and down, 2 or 10 lines at a time.

- If you select the *top scrolling arrow*, Jane scrolls up the document 10 lines.
- If you select the *bottom scrolling arrow*, Jane scrolls down 10 lines.
- If you select one of the *middle scrolling arrows*, Jane scrolls up or down 2 lines.

If you ever create a document that is too wide for Jane to display on the screen, you can use the scrolling arrows to see the parts that Jane can't display. Seeing the left and right sides of your document works the same way as seeing the top and the bottom. The pictures at the bottom of the screen border scroll your document left or right.

You can scroll to the far right margin by selecting the *right side picture* at the very bottom right. You can scroll back to the left margin by selecting the *left side picture* at the very bottom left.





CTRL- \rightarrow highlight
→ G makes line
to R, middle



- If you select the *right scrolling arrow*, Jane scrolls to the right 20 spaces.
- If you select the *left scrolling arrow*, Jane scrolls to the left 20 spaces.
- If you select one of the *middle scrolling arrows*, Jane scrolls to the left or right 2 spaces.



Practice using these pictures to move the letter around the screen. They will especially come in handy if you need to create wide documents.

Finding and Replacing Text

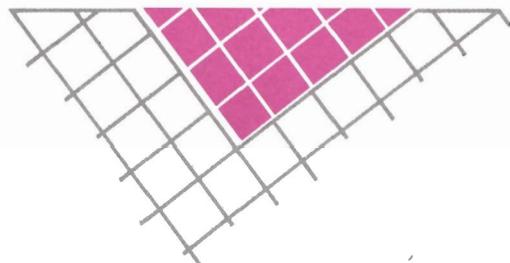
If you ever write a long document, you'll find that scrolling through it to find text can be slow and boring. You can speed things up by telling Jane what text you're looking for. JaneWrite can then move you to the place in your document where you want to be.

And if you want, JaneWrite will even replace the text you tell it to find with new text. This makes fixing mistakes easy, especially repetitive mistakes like misspellings.

To see how JaneWrite finds text, you can have JaneWrite look for "Holly Hopright" in the fourth paragraph of your letter, which starts with "Please send your checks".

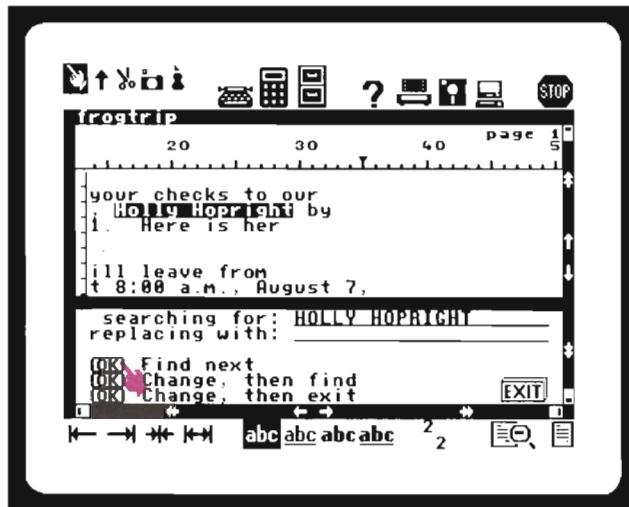
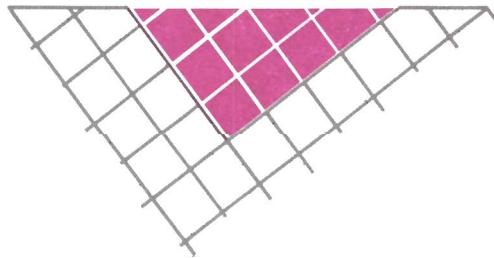


1. Select the *magnifying glass*. JaneWrite displays this window, which you can use to tell JaneWrite what text to look for.



2. Fill in the text you want JaneWrite to find, in this case, "Holly Hopright" next to "Search for": Don't worry about how you type the name. JaneWrite only looks for identical spelling and doesn't care whether the text is **bold** or underlined, or whether letters are capitalized. If you make a typing mistake, you can fix it by typing over it or by using the **DEL** key.
3. After you finish typing the text, select OK. JaneWrite then looks for "Holly Hopright". When JaneWrite finds "Holly Hopright", it displays it on your screen and highlights it.





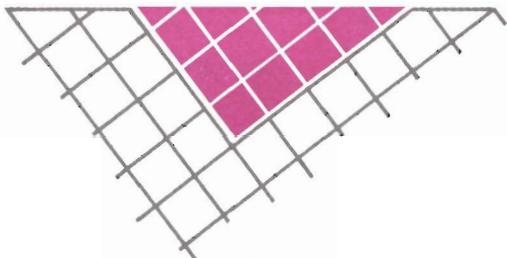
If Holly Hopright's name occurred again in the letter, you could select the *OK Find next* picture to have JaneWrite look for the next occurrence of it.

4. Select EXIT to return to your JaneWrite document.

If you want to replace the text you're looking for with new text, just enter the new text next to "Replace with:"

Then tell JaneWrite if you want it to replace all occurrences of the text you're looking for. If you select YES and then OK, JaneWrite replaces all occurrences of the text automatically.

If you select NO and then OK, JaneWrite stops each time it finds the text. You can then tell JaneWrite to change the text and look for the next occurrence by



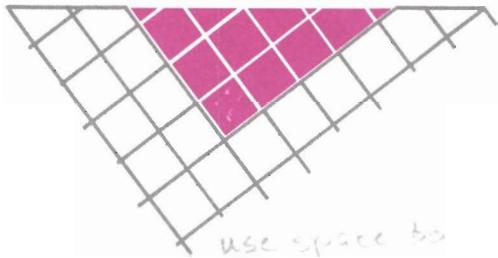
selecting *OK Change, then find*. Or you can tell Jane to leave the text as it is and find the next occurrence by selecting *OK Find next*. If you want Jane to make the change and then return you to your document, just select *OK Change, then exit*.

Inserting Text

To learn how to insert characters into your letter, you'll now insert a phrase explaining how club members should write their checks for the Frog Jumping Club field trip. To insert the phrase, continue with these steps.

1. Scroll to the fourth paragraph. It begins, "Please send...".
2. Select the *insert arrow*.
3. Move the *insert arrow* down to just after the word "checks", like this:





4. Type the text you want to insert: “, payable to the Calaveras County Frog Jumping Club,”.

That's all there is to it. To insert text, you always select the *insert arrow*, whether you're inserting just one or a lot of characters.

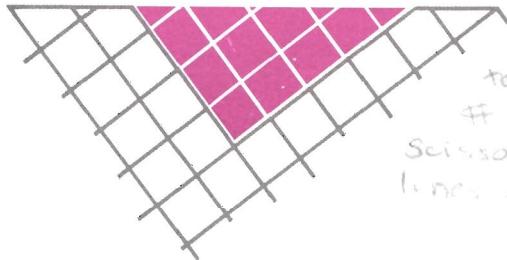
Deleting Text

Assume that at a recent club meeting, the Calaveras County Frog Jumping Club decided it couldn't afford to send the winner of the frog jumping competition to the Frog Jumping Hall of Fame. The club hasn't yet decided what the new first prize will be. So you need to get rid of this part of the letter.

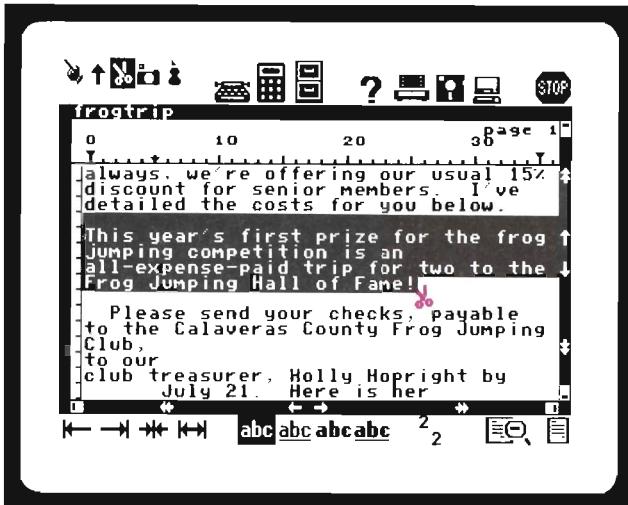
To learn how to delete characters, you'll delete all of the third paragraph, which tells club members what the first prize in the frog jumping competition will be. Follow these instructions to delete the paragraph.

1. Scroll to the third paragraph, which begins, “This year's first prize...”.
2. Select the scissors.
3. Move the scissors to the beginning of the blank line above the paragraph.





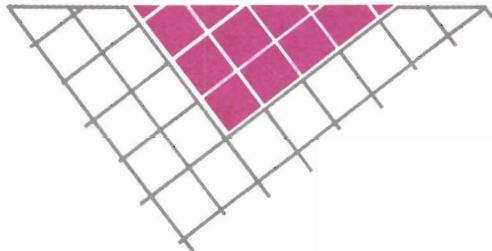
4. Highlight the entire paragraph including the blank line just above the paragraph, so that it looks like this:



When you release the joystick button, JaneWrite deletes the blank line and all of the text you highlighted. For information on how to highlight, refer to the discussion of highlighting in Section 1 under "Making Changes".

Remember, to delete any number of characters, select the scissors, highlight the characters you want to delete, and then release the joystick button.

Note that the paragraph isn't gone forever. Jane is saving it in case you want to insert it with the *paste jar*. But remember that Jane saves it only until the next time you use the *scissors* or the *camera*.



Moving Text

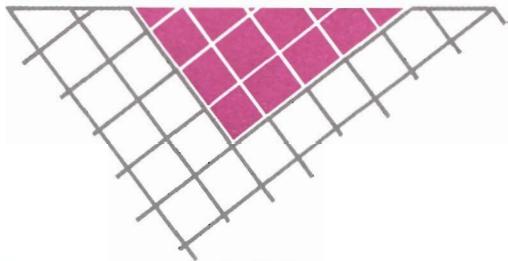
To learn how to move text, you'll move what is now the fourth paragraph to just after the first paragraph so that the letter makes more sense. To move this text, follow these instructions.

1. Select the *scissors*.
2. Move the *scissors* to the first space of the blank line above the fourth paragraph, which begins, "The club bus...". You want to move the blank line with the paragraph.
3. Highlight the blank line and the entire paragraph. When you release the joystick button, JaneWrite cuts out the text you highlighted.
4. Select the *paste jar*.
5. Move the *paste jar* to the first space of the blank line just below the first paragraph, which ends, "...function of the year".
6. Press the joystick button. JaneWrite "pastes" or inserts the text into the second paragraph of the letter.

Remember, you move text by using the *scissors* to cut out the text you want to move. Then you use the *paste jar* to paste the text into its new position.

Emphasizing Text

You're now going to learn how to emphasize text by changing three words to ***boldface*** in the first paragraph of the letter. To make the phrase "the most exciting" ***boldface*** in the first paragraph, follow these steps.



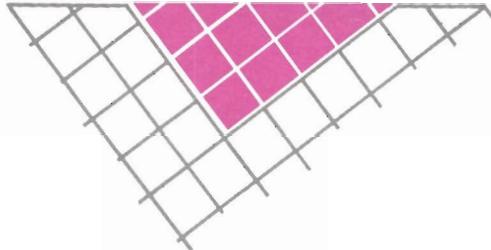
1. Select the **boldface** picture at the bottom of your screen.
2. Select the *insert arrow*.
3. Using the *insert arrow*, highlight the words that you want to emphasize, in this case, "the most exciting" in the first paragraph. When you release the joystick button, JaneWrite makes the text **boldface**.

You can use this procedure not only to make text **boldface**, but also to underline text and to make text **bold underlined**. You can also use this procedure to produce superscript and subscript text. Just pick the picture at the bottom of the screen that corresponds to the kind of emphasis you want to give your text.

If you want to initially type in text with emphasis, rather than give it emphasis afterward, be sure to select the picture before you begin typing. For example, if you're beginning a new paragraph that you want to appear entirely in **boldface**, select the **boldface** picture at the bottom of the screen before you begin typing the paragraph. When you no longer want to type **boldface** text, select the picture that represents standard text.

Using Accents

Jane has four accent characters that you can use. To type an accent over a character, use the key or keys that correspond to the accent you want (you won't see the accent character itself yet).



Accent

-

-

-

-

Key



[CTRL] - *

[CTRL] - ;

[CTRL] - @

Then type the character you want to appear directly underneath the accent. Jane displays the accent over the character you type.

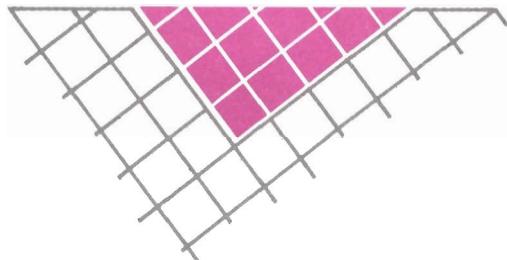
Changing How the Text Lines Up

If you typed the Frog Jumping Club letter exactly as it appeared earlier in this section, the paragraph that begins “Please send your checks” does not line up on the left side of the page like the rest of the letter. To correct this problem, you can change the format of this paragraph so that the text lines up evenly.

Changing text format works much the same as giving emphasis to text. Follow these instructions to fix the format of your letter.

1. Select the *even left side* picture at the bottom of the JaneWrite screen.
2. Using the *hand*, highlight the paragraph which begins, “Please send...”. When you release the joystick button, JaneWrite reformats the letter so that the paragraph reflects the paragraph margin of 5 and lines up evenly on the left side.





You can also use this procedure to reformat text so that it:

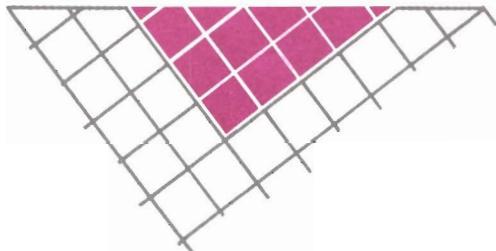
- Lines up on the right side of the page (select the *even right side* picture).
- Is centered on the page (select the *centered text* picture).
- Lines up evenly on both sides of the page (select the *blocked text* picture).

Changing the Margins

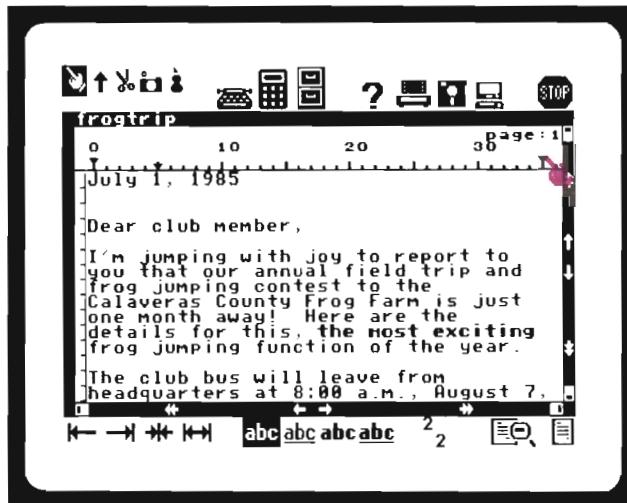
So far, you've been working with your letter using Jane's standard margins. You can look at the ruler above your letter to see that the standard left margin is 0, the right margin is 35, and the paragraph margin is 5. When Jane prints your letter, Jane automatically starts the text of your letter 10 spaces to the right. This is so your letter prints with some space in the left margin.

If you print your letter the way it is now, when it's only 35 characters wide, it will look a bit odd and narrow on the paper. To make your letter fit standard paper better, you can widen the margins before you print your letter. If you move the right margin triangle to 65, your letter will look much nicer on the page.

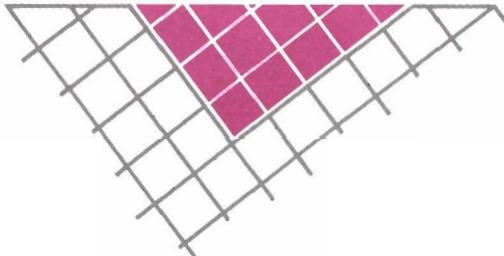
To set the right margin for your letter, look at the JaneWrite ruler and follow these instructions.



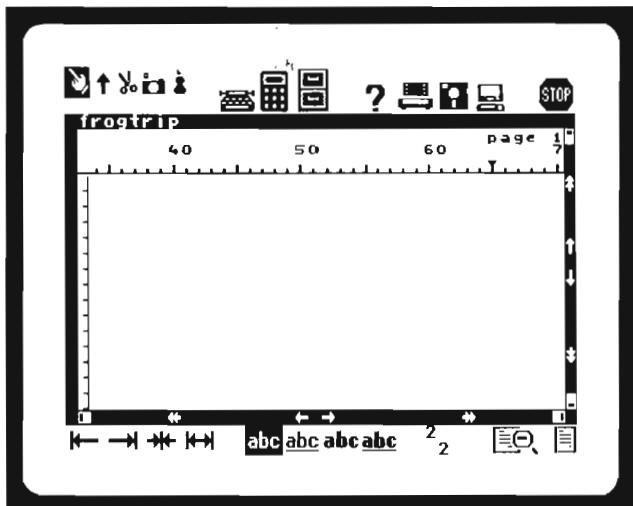
1. Move the hand to the right margin triangle (it should be at 35) above the JaneWrite ruler, like this:



2. Press the joystick button and hold it down. This "grabs" the triangle so that you can move it.
3. Move the triangle to the right until it's at 65. As you do this, notice how Jane scrolls the screen so that you can see where you're moving to.

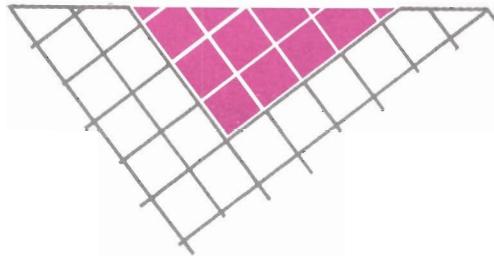


4. Release the joystick button. Your ruler should now look like this:



Notice, however, that even though you changed your right margin, your text is still only 35 characters wide. To have Jane spread your letter over the entire 65 spaces, use the *hand* to highlight the entire letter, one paragraph at a time. When you release the joystick button, JaneWrite spreads the letter over to the new right margin. Each paragraph is now indented 5 spaces, reflecting the paragraph margin setting on JaneWrite's ruler.

To see the right side of the letter, you now have to scroll over to it. You can find out how to scroll by reading "Seeing Parts of Your Document Not Shown", earlier in this section.



If you don't want to scroll, you can display the entire width of the letter by changing the text size to small. Select the *computer* and then the *small* picture. Then select EXIT. JaneWrite now displays the letter in small characters. If you prefer reading large characters, just select the *computer* picture again and select the *large* picture.

You can use the same procedures to change the left margin and the paragraph margin.

To indent a new paragraph while typing, press **(CTRL)-Y** at the beginning of the paragraph. Using **(CTRL)-(Y)** acts as a tab.

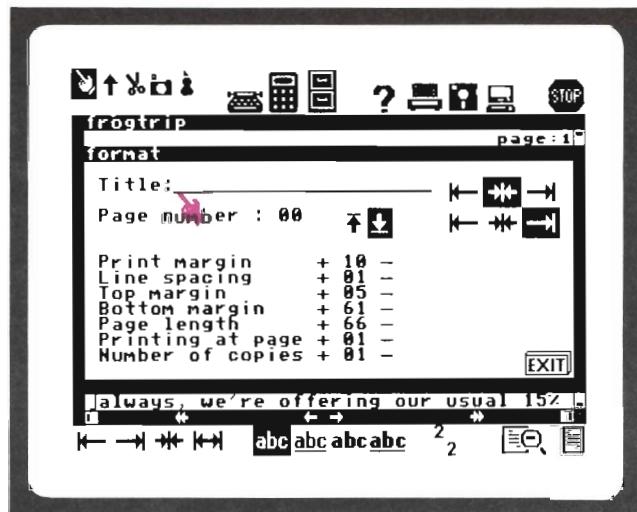
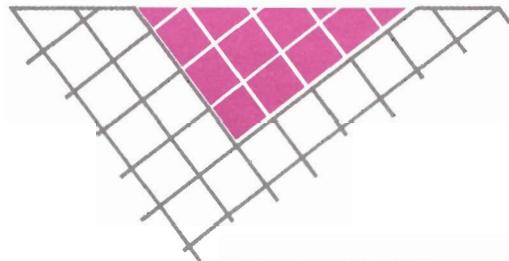
To format your letter in "block" style, move the paragraph triangle to 0.

Getting Ready to Print

Before you print your document on paper, you can give it a title and page numbers, or change the margins to fit a particular page format.

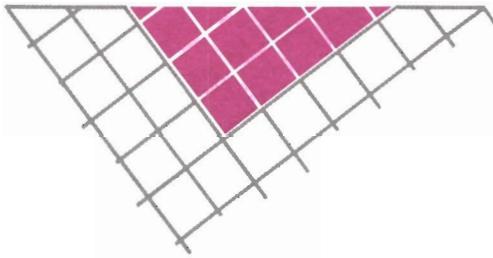
To do any of these things, select the *page format* picture. JaneWrite displays this window:





Adding a Title. If you want JaneWrite to print a title on the top of each page of your document, go ahead and enter a title of 20 or fewer characters. Then tell JaneWrite whether you want the title to appear on the left, center, or right side of the page. If you want the title on the left, select the arrow pointing to the left. If you want it centered, select the middle two arrows. And if you want it on the right, select the arrow pointing to the right.

Adding Page Numbers. JaneWrite prints consecutive page numbers on your document beginning with the page number you enter. JaneWrite places the page numbers on the top of the page if you select the arrow pointing up, or on the bottom of the page if you select the arrow pointing down. You can also tell JaneWrite to place the page numbers on the left, center, or right side of the page.

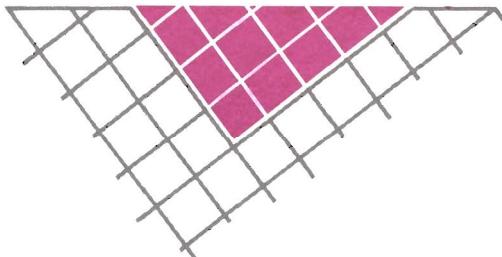


Changing the Page Format

You can change several page format options. To change them, you select the plus sign to raise the value of the option by one, or the minus sign to lower the value by one.

These are the format options you can change:

<i>Option</i>	<i>Description</i>
Print margin	This value represents the number of blank spaces JaneWrite leaves between the left edge of the paper and your text. Unless you change this value, JaneWrite prints your document with a print margin of 10.
Line spacing	Set the line spacing to 02 to double-space your document. Otherwise, JaneWrite single-spaces your document. Of course, you can tell JaneWrite to leave even more spaces between lines.
Top margin	This value represents the number of blank lines JaneWrite leaves between the top of the page and the first line of your document. JaneWrite prints your document with a top margin of 5 unless you tell it otherwise.
Bottom margin	This value represents the number of text lines JaneWrite prints on a page. For instance, if your page is 66 lines long, and you use the default bottom margin of 61, Jane leaves five spaces between the last line of text, and the bottom of the page.



Page length

The page length represents the total number of lines on a page, including the top and bottom margins and the printed text area. JaneWrite uses 66 (the standard for an 8½ x 11 inch page) unless you change the value.

Printing at page

This value tells JaneWrite which page to begin printing. For example, if you have a five page document and you don't want to print the first two pages, set this value to 03. JaneWrite starts printing at the first page unless you tell it otherwise.

Number of copies

Set this value to the number of times you want Jane to print your document. Jane always prints one copy unless you tell it otherwise.

Printing Your Letter

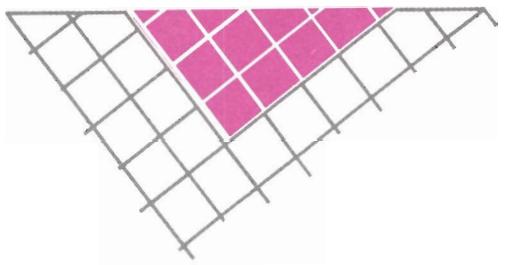
If you want to print your letter on paper, follow the procedures described in "Printing with Jane" in Section 1.

Leaving JaneWrite

As soon as you finish working with your document, you can leave JaneWrite by selecting the stop sign.

Jane displays a window that asks if you want to save your work. Since you'll be working with this letter again in Section 5, select YES. Jane then saves the document on your storage disk so that you can use it later.





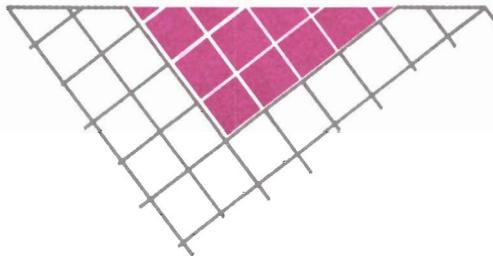
3: Calculating with Jane

In this section, you'll learn all about JaneCalc, the calculator/worksheet. You'll learn what a worksheet is and exactly what kinds of things you can use it for. If you like, you can try out the procedures described in this section—or you can just read about them and save your practicing for the exercise.

The exercise later in this section has you work through an example of creating a worksheet. The worksheet contains a list of the costs for the Calaveras County Frog Jumping Club's field trip. Later on in Section 5, you'll insert this JaneCalc worksheet into the JaneWrite letter that you created in Section 2.

Meet JaneCalc

You will find many uses for JaneCalc. For instance, you can figure the total tips from a newspaper route, calculate the total nutrient value of the foods you eat, or set up a monthly household budget.



In short, you can use JaneCalc to figure any sort of calculations that you would normally use pencil, paper, and a calculator for. But because JaneCalc is a calculator/worksheet, these tasks become easier than when you perform them manually.

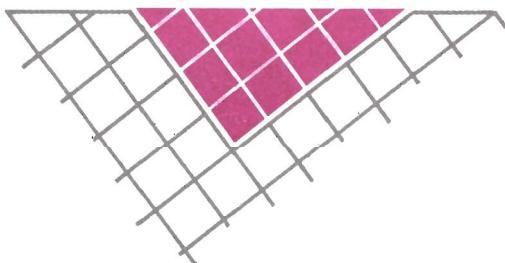
You already know what a calculator is—you use it to add and divide numbers and to find percentages, among other things. You might not know what a worksheet is. Here's some background information on worksheets, to make learning about JaneCalc easy.

What is a Worksheet?

A JaneCalc worksheet is a big square grid that contains 26 columns (A through Z) and 50 rows (1 through 50). For example, the worksheet you'll create later in this section looks like this:

Item:	Costs:
Transportation	3.25
Lunch	5.00
Farm tour	3.75
Entry fee	15.00
Member cost	27.00
Senior Member cost	22.95
Field trip income	67.8
25 regular members	11.1
5 senior members	7.8
TOTAL INCOME	78.0

=clear + - X ÷ % () sum avg cnt min max



1. Display bar
2. Row
3. Cell
4. Column

The intersection of each row and column is called a “cell”. Each cell is 10 characters wide and has a unique label. For example, the intersection of column B and row 5 is labeled “B5”.

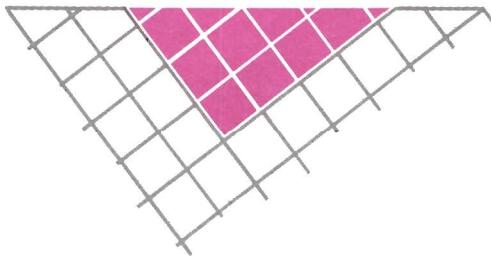
Cells have labels so that you can refer to them in equations. For example, the equation “B5 + C5” adds the values contained in the two cells B5 and C5.

How Worksheets Work

The beauty of a worksheet is that it's automatic. If you have a column of 15 numbers and you change the value in one of the cells, you don't have to recalculate the values in the entire column to find the new total. You simply set up an equation that does it for you. Then, each time you change a value in the column of 15 numbers, JaneCalc recalculates the total—automatically.

This automatic recalculation works for any kind of equation you have on your worksheet. This means JaneCalc saves you a lot of extra work, not to mention time.

You type your equations on the display bar, which appears at the top of the JaneCalc worksheet. You can think of the display bar as a piece of scratch



paper. You use it to work out your equations or type values into a cell.

After JaneCalc calculates the answer to the equation, you insert the equation into a cell with the *insert* arrow. (The cell displays the answer, but it contains the equation.) You'll never have to type the equation again, as long as the cells it refers to hold the values you want to calculate.

Don't get the idea that a JaneCalc worksheet contains only numbers, though. You can also put words on a worksheet to identify the information that's on it. That way, you can use the worksheet later and know what it consists of.

To save you even more time, JaneCalc has two commonly used worksheets. They are labeled and ready for you to complete. One of these is called Home Budget. Home Budget lists the months of the year across the top of the worksheet and lists expenditures down the side of the worksheet. You type in dollar amounts for each monthly expense in the intersecting cells.

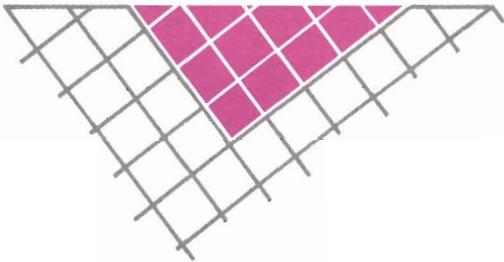
The other worksheet is Grade Sheets. You can start with Home Budget or Grade Sheets, or set up your own—whichever works better for you.

To see worksheets in action, read on!

Selecting JaneCalc

Anytime you want to work with JaneCalc, just select the *calculator* picture that you see at the top of the screen after you start Jane. Jane displays a window asking you to wait while it starts JaneCalc. Then





Jane asks you to insert your BLACK storage disk. After you insert the disk, Jane displays your JaneCalc directory.

Selecting a Worksheet to Work With

The JaneCalc directory lists all of your existing worksheets. You use it to tell JaneCalc which worksheet you want to work with. You can select an already existing worksheet, or you can create a new worksheet.

Press Return to select worksheet

Working with an Existing Worksheet

To work with an already existing worksheet, just select the name of that worksheet. JaneCalc then displays the worksheet.

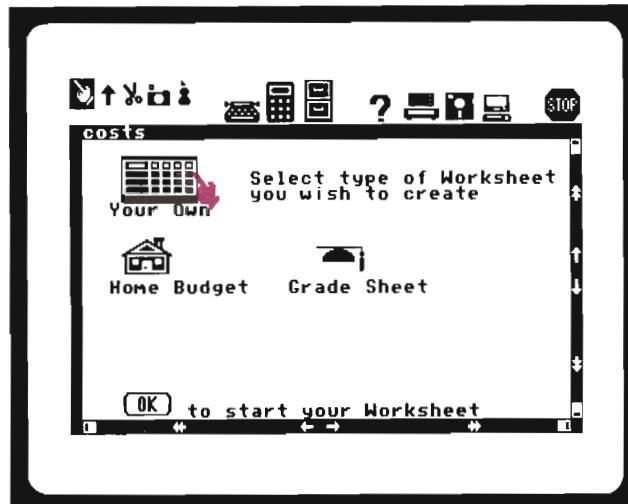
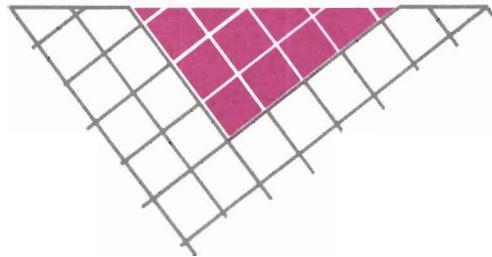


Creating a New Worksheet

To create a new worksheet, select the picture in the directory that says NEW. JaneCalc then asks you to type the name of your new worksheet. Go ahead and type in any name you want, as long as it's 10 characters or less.



After you type the worksheet name, press **RETURN** and then your joystick button. JaneCalc asks you to insert the GRAY applications disk. Then JaneCalc displays this window.



Using this window, you tell JaneCalc what kind of worksheet you want to create. You can tell JaneCalc that you want to create a worksheet "from scratch". Or you can select a worksheet that JaneCalc has already started for you. These worksheets are described in the following table.

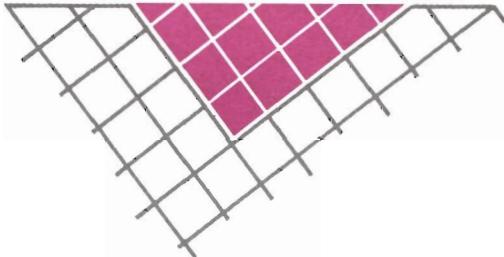
Already Set-up Worksheets

Home Budget



Description

Use this worksheet to maintain a home budget. JaneCalc lists typical home expenditures on the left side of the worksheet, and the months of the year across the top. In the intersecting cells, type the amounts you think you're going to spend.



Grade Sheets



You can keep track of school marks with this worksheet. JaneCalc leaves blanks for student names on the left and lists the names of the assignments across the top. You type the student grades or scores in the intersecting cells.

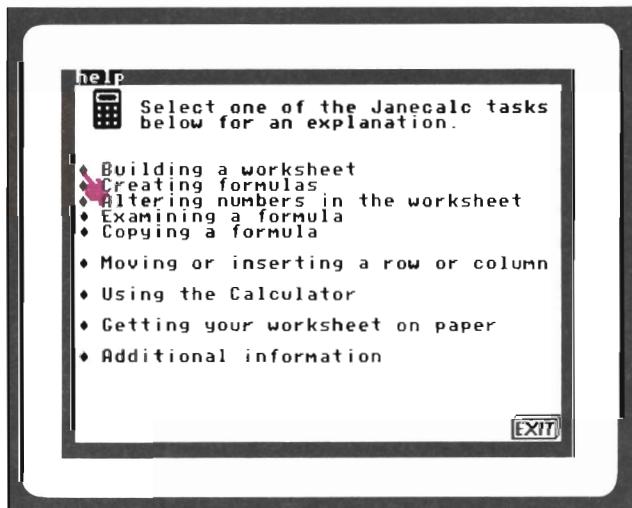
After you tell JaneCalc whether you want to create a new worksheet or use an already set-up worksheet, JaneCalc displays the worksheet on your screen. You can then begin work.

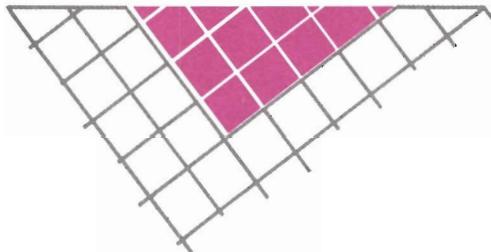
Good Help is Easy to Find



After you select a worksheet, you can get help that describes JaneCalc tasks in detail.

To get help, just select the *question mark*. Jane displays the following screen, which lists the JaneCalc tasks you may need help with.





If you want to get help with a particular task, just select the task and then follow Jane's instruction for inserting your **YELLOW** help disk. JaneCalc then displays the help information. You sit back and learn about the task you've chosen.

Using JaneCalc Pictures

As you work with JaneCalc, you can use a number of pictures to perform calculations in your worksheet. For example, you might use the JaneCalc pictures to find the average of a particular row of numbers or to total a column. Using these pictures also creates the equations that do the calculating.

JaneCalc displays these pictures at the bottom of the screen. Their functions are explained in the table below.

Picture

Add



Subtract



Multiply

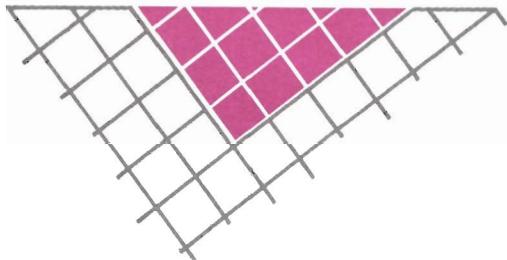


Description

Adds numbers together.

Subtracts one number from another.

Multiplies one number by another.



Divide



Divides one number by another.

Percent



Finds the percentage one number is of another.

Parentheses



Enters parentheses into an equation. JaneCalc always performs calculations on numbers in parentheses first.

Sum



Calculates the sum of a row or column of numbers.

Average



Calculates the average of a row or column of numbers.

Count



Counts the number of values in a row or column of numbers.

Minimum

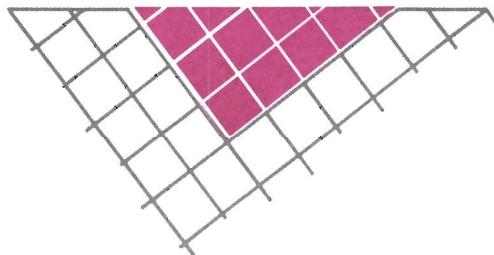


Finds the smallest number in a row or column of numbers.

Maximum



Finds the largest number in a row or column of numbers.



Equals



Calculates the result of an equation.

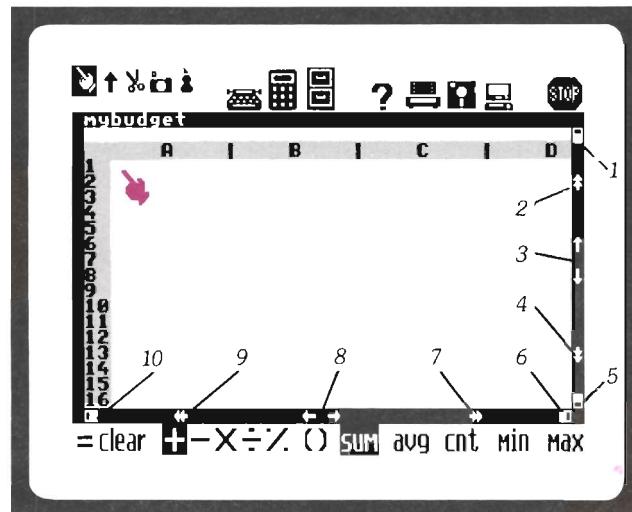
Clear

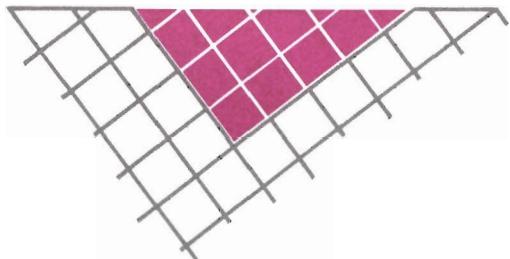


Deletes the equation in the display bar.

Seeing Parts of Your Worksheet Not Shown

If you ever create a large worksheet that makes use of most or all of JaneCalc's rows and columns, you won't be able to see the entire worksheet on the screen at one time. To see parts of your worksheet that Jane isn't displaying on your screen, you can select the pictures on the far right and bottom of the display, shown here:





1. Top of worksheet picture
2. Top scrolling arrow
3. Middle scrolling arrows
4. Bottom scrolling arrow
5. Bottom of worksheet picture
6. Right side picture
7. Right scrolling arrow
8. Middle scrolling arrows
9. Left scrolling arrow
10. Left side picture

Using these pictures is much the same as using the “scrolling” pictures in JaneWrite. Here’s how they work.

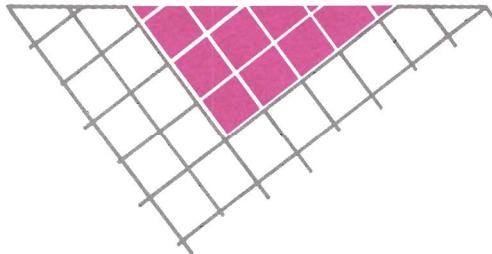
 You can move to the bottom of your worksheet by selecting the *bottom of worksheet* picture at the very bottom right of the display. You can move back to the top of your worksheet by selecting the *top of worksheet* picture at the top right of the display.

 The “scrolling arrows” on the right side of the display “scroll” or move up and down your worksheet one or five rows at a time.

- If you select the *top scrolling arrow*, JaneCalc moves up the worksheet five rows.
- If you select the *bottom scrolling arrow*, JaneCalc moves down the worksheet five rows.
- If you select one of the *middle scrolling arrows*, JaneCalc moves up or down the worksheet one row.

 Seeing the left and right sides of the worksheet works the same way as seeing the top and the bottom. The pictures at the bottom of the display move your worksheet left and right.

 You can move to the far right of your worksheet by selecting the *right side* picture at the bottom right of



the display. You can move back to the left side by selecting the *left side* picture at the bottom left.

The “scrolling arrows” on the bottom of the display scroll your worksheet left or right 2 or 12 columns at a time.



- If you select the *right scrolling arrow*, JaneCalc moves to the right 12 columns.
- If you select the *left scrolling arrow*, JaneCalc moves to the left 12 columns.
- If you select one of the *middle scrolling arrows*, JaneCalc moves to the left or right two columns.



Exercise 2: Preparing a Worksheet with JaneCalc

In the next few pages, you’ll learn how to create your own worksheet. This worksheet will list the Calaveras County Frog Jumping Club’s costs for the upcoming field trip to the Calaveras County Frog Farm. In Section 5, you’ll learn how to insert this JaneCalc example into your JaneWrite letter that describes the field trip to club members.



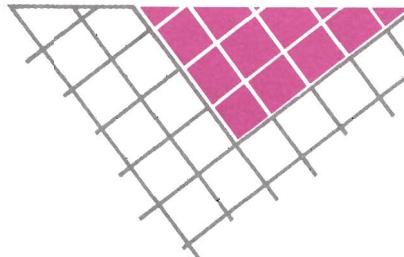
Selecting JaneCalc

To select JaneCalc so that you can begin preparing your worksheet, just select the picture of the *calculator*. Then follow Jane’s instructions for inserting your storage disk. Jane then displays your JaneCalc directory.



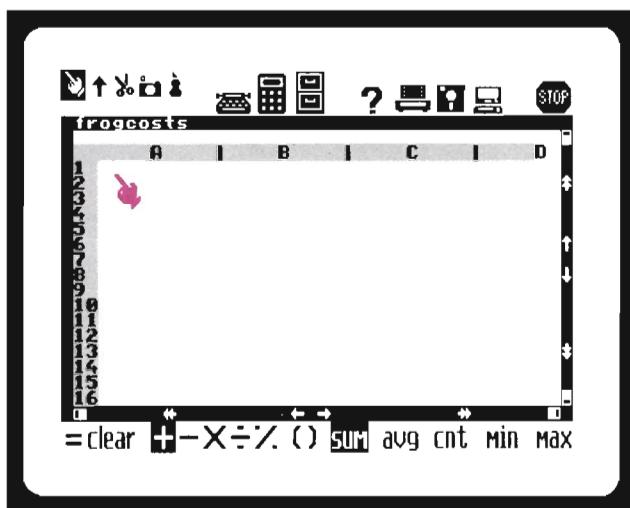
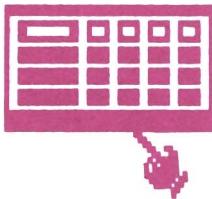
Creating a New Worksheet

As soon as your JaneCalc directory appears on the screen, select the *NEW* picture to tell JaneCalc that you want to create a new worksheet.

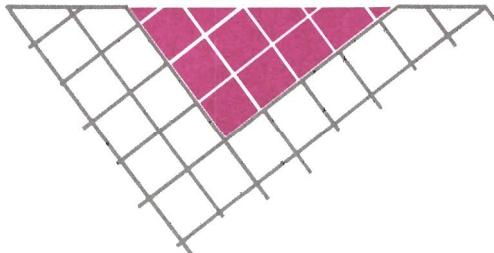


JaneCalc asks you for the name of the worksheet you want to create. Using your keyboard, type in the name, "frogcosts". Now press **(RETURN)** and the joystick button.

JaneCalc asks you if you want to create your worksheet from scratch or if you want to use one of JaneCalc's already set-up worksheets. Since you're going to create your own worksheet, select the *create your own* picture. Then select OK. JaneCalc creates the new worksheet and displays a blank worksheet with its name, "frogcosts", which looks like this:



Now you'll fill in the worksheet with the words and numbers that make up the list of field trip costs.

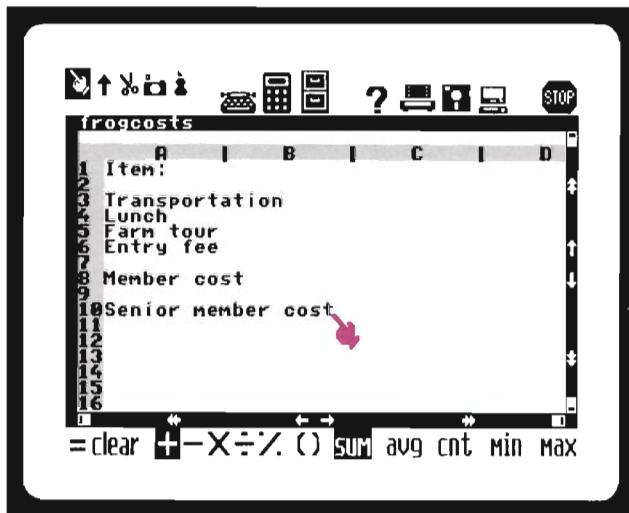


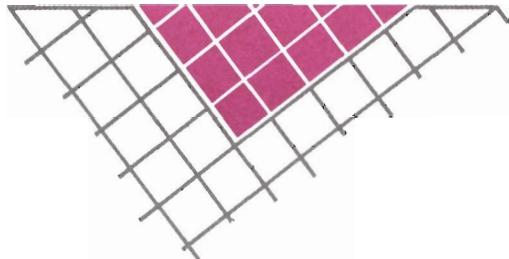
Typing Words (Labels)

Typing words or “labels” on a JaneCalc worksheet is simple. Just move the *hand* to the cell where you want the label, and begin typing. The text of the label appears in the cell as you type it. If you make a typing error, you can use the **DEL** key to delete it, or just move the *hand* to the mistake and type over it.

Some of the labels you’ll type have more characters than a cell can contain. Don’t worry, though. JaneCalc allows you to type labels that are bigger than a single cell. You may also wish to start a label with a number, such as a date. To do this, type **CTRL-T** just before you type the numbers that begin your label.

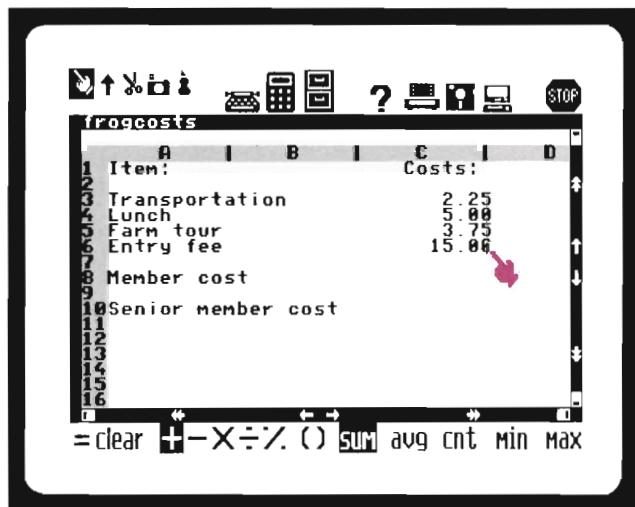
Here’s the sample worksheet with the labels you should type:



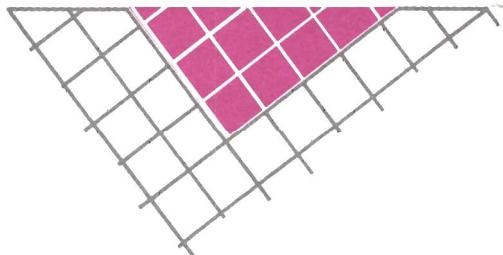


Typing Numbers (Values)

Now you're going to type the costs for the first four labels. To type the cost that corresponds to each label, follow the three steps below. When you finish, your worksheet should look like this.



1. Move the *hand* to the cell where you want the value to appear.
2. Type the number that goes into the cell. As you begin to type, you'll see that JaneCalc highlights the cell. Notice also that although the number doesn't seem to be going into the cell, JaneCalc is displaying it on the display bar.



3. Check the display bar to see that you've typed the number correctly. Then press **RETURN**. JaneCalc places the number into the highlighted cell.

Note: If you ever type a number larger than 9 characters, Jane displays the number with a > (like 12,345,6>) to let you know that the number is too large to be displayed in the cell. Jane cannot work with any numbers larger than 21474836.

Go ahead and repeat these three steps for the other three cells. Use the joystick to move the *hand* to the next cell down.

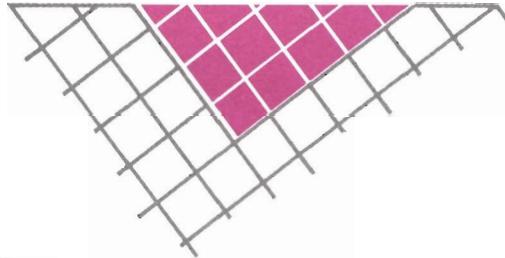
Adding Up a Column of Numbers

Now you're going to learn how to add a column of numbers so that you can find out what the total cost of the frog farm trip is. You can then place the sum of the column into the cell opposite the "member cost" label. Just follow these steps.



1. Select the *sum* picture.
2. Using the *hand*, highlight the column of numbers you want to add up. Make sure you start with the top cell.

When you finish highlighting, notice how Jane displays the formula on the display bar: "sum (C3:C6)". C3 is the name of the first cell you highlighted, and C6 is the name of the last cell you highlighted. Jane displays the formula so you can be sure you highlighted the correct cells.



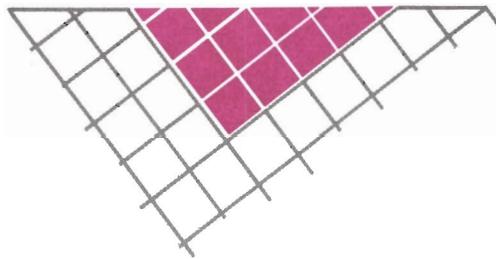
3. After you release the joystick button, select the *equals* picture. JaneCalc displays the sum of the column on the display bar. Also notice that JaneCalc replaces the *hand* with the *insert arrow*, so that you can place the sum into a cell if you want to.
4. Move the *insert arrow* to the cell where you want to insert the sum.
5. Press the joystick button. JaneCalc inserts the sum into the cell.

You can also use this method to find the average (*avg*) of a column, the smallest (*min*) or largest (*max*) number in a column, and how many numbers are in a column (*cnt*). And you can use these operations on rows as well as columns.

Note: If you prefer, you can type the formula on the display bar instead of using the *hand* to highlight the cells. For instance, if you want to sum the costs of the trip, move the *hand* onto the display bar and type:

sum (C3:C6)

Then select the *equals* picture. Jane displays the result on the display bar and you can insert it anywhere you want by using the *insert arrow*.



Finding the Percentage of a Value

To learn how to calculate a percentage, you're going to create an equation that tells JaneCalc to figure out the cost per senior member. To create the equation, follow these steps:

1. Move the *hand* to the left side of the display bar.
2. Figure out what the equation should be. As the letter to club members explains, senior members get a 15% discount. In that case, the equation should subtract 15% from the total cost per member (which is in cell C8), or:

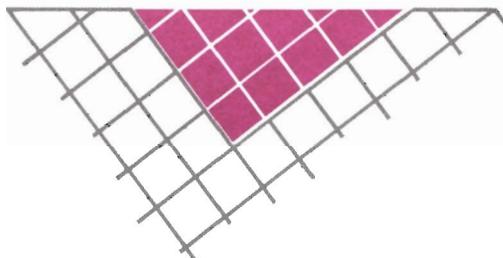
$$C8 - 15\%(C8)$$

3. Type the equation on the display bar.
4. Select the *equals* picture. Jane displays the results on the display bar and changes the *hand* into the *insert arrow*.
5. Move the *insert arrow* to the cell where you want to place the result, in this case, C10. Press the joystick button. Jane inserts the value into the cell. Notice that Jane puts the value in **boldface**. This lets you know that the value in the cell is the result of an equation. The value will change if the value in cell C8 changes.

Viewing and Changing Equations

At any time, you can view the equation JaneCalc uses to determine the value of a cell. Just position the *insert arrow* on the cell and press the joystick button. JaneCalc then displays the equation on the display bar. Keep in mind that you can change the





equation by using the *hand* to type over unwanted characters.

Doing Simple Arithmetic

This section shows you an example of doing simple arithmetic with Jane. **Note:** If you ever want to divide or multiply when doing simple math or when typing in equations, use an asterisk (*) to represent multiplication and a slash (/) for division.

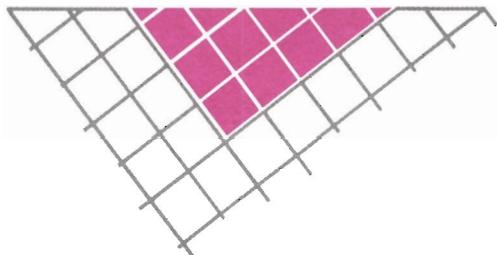
Suppose you want to figure out how much income the field trip might bring in. You can type the following information on the worksheet, below what's already there. Type the information like this:

1. Type the line, “Field trip income”, starting in cell A12.
2. On the next line, enter the number “25” in cell A13. Notice that JaneCalc lines up the number on the right.
3. Moving to the right, type the words “regular members” in cell B13.
4. Type the following equation on the display bar:

A13 * C8

This equation multiplies the number of regular members (the value in cell A13) by the cost per regular member (in cell C8).

Select the *equals* picture and move the result to cell D13.



5. Repeating the procedure in steps 2 through 4, type the number "5" in cell A14, the words "senior members" in cell B14, and the following equation in cell D14:

$+ A14 * C10$

This equation multiplies the number of senior members (in cell A14) by the cost per senior member (in cell C10). When you type an equation directly into a cell, preceding it with the plus sign (+) tells Jane that it is an equation, not a label.

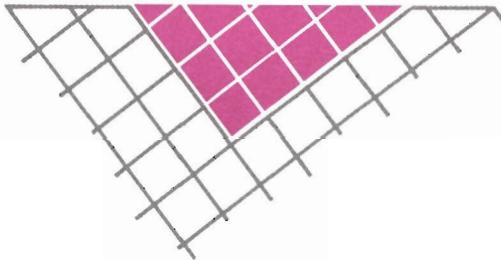
6. The last step is to add the two income figures to figure out the total income for the field trip. First, type the words "TOTAL INCOME" in cell A15. Then type the following equation in cell D15:

$+ D13 + D14$

Now you have some idea of what income your field trip might bring in. You can experiment with different numbers of attendees to see how that'll affect the total. The way to change numbers is explained next.

Changing Values and Labels

If you want to change the value in a cell, you can replace it exactly the same way that you typed it in the first place. Assume that the transportation cost you typed is really 3.25 instead of 2.25. You need to change the value in the cell containing the transportation cost.



To change the value in this cell, follow these steps:

1. Position the *hand* on the cell you want to change (cell C3).
2. Type the new value, 3.25.
3. Press **(RETURN)**. Jane replaces the old value with the new one. Notice also how Jane automatically recalculates the total cost per member, the cost per senior member, and the income totals.

If you want to change a label, just move the *hand* to the part you want to change and type over it.

Deleting Words and Numbers

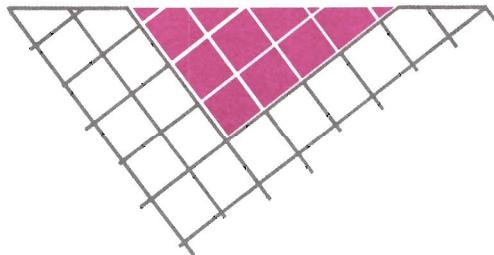
You can delete any labels or values from your worksheet exactly the way you delete unwanted text from a JaneWrite document.

Follow these instructions to delete a word or number from your worksheet:

1. Select the scissors.
2. Highlight the word or number you want to delete. When you release the joystick button, JaneCalc deletes the highlighted portion of your worksheet.

Remember, to delete anything from your worksheet, highlight whatever it is that you want to delete with the *scissors*, and then release your joystick button. Keep in mind that you can reinsert what you last cut out with the *scissors* by using the *paste jar*. This is because Jane saves whatever you cut out with the *scissors* until you use the *camera* or the *scissors* again.





Moving Things Around

You can easily move a value, a label, or even an entire row or column to another place on your worksheet. You simply delete with the scissors whatever you want to move and then insert it in its new position with the *paste jar*. This is the same way you move things around in JaneWrite.

For example, suppose you want to move the column of four costs to the column immediately to the right. To do this, follow these steps:

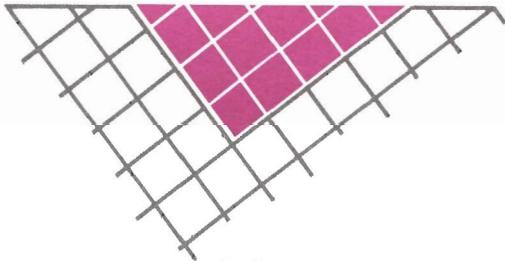
1. Select the scissors.
2. Delete the column of numbers by highlighting all four cells. When you release your joystick button, Jane deletes the highlighted cells from the worksheet and temporarily stores them.
3. Select the *paste jar*.
4. Move the *paste jar* to the place where you want to insert the numbers. Then press your joystick button. Jane inserts the numbers.
5. Using steps 1 through 4 above, restore your spreadsheet to the way it was before you moved the four cells of numbers.

Inserting Rows and Columns

Inserting a row or column is easy with JaneCalc. For instance, to insert a blank column just to the left of the column containing the trip costs and income figures, follow these steps:

1. Position the hand on the column marker of the column containing the numbers.





2. Press your joystick button. JaneCalc inserts the blank column and moves the old column to the right.

You can insert a blank row in the same way. Just point to a row marker instead of a column marker.

You can insert entire columns or rows containing labels or numbers by selecting the column or row marker using the *paste jar*. When you use the *paste jar*, JaneCalc inserts the row or column you last took a picture of with the *camera* or deleted with the scissors.

Deleting Rows and Columns

Deleting rows and columns works the same way as inserting, except you use the scissors instead of the hand. For example, to delete the blank column you just inserted, follow these steps:

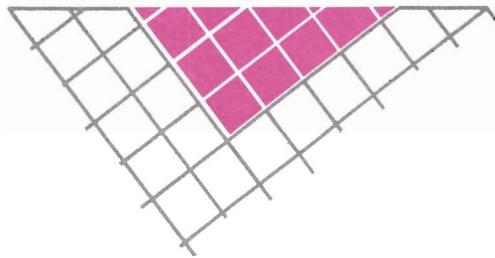
1. Select the scissors.
2. Position the scissors on the column marker above the blank column.
3. Press your joystick button. JaneCalc deletes the column.

Using the Calculator

Not only can you use JaneCalc to calculate values in cells on your worksheet, but you can use JaneCalc as a standard calculator, too.

Using JaneCalc as a calculator is just like setting up an equation for a cell. To use JaneCalc as a calculator, simply type your equation in the display bar





and then select the *equals* picture. For example, to find the answer to the equation $8 * 9 + 5$, follow these steps:

1. Move the *hand* to the display bar and use the keyboard to type in your equation.
2. Select the *equals* picture. Jane displays the answer, 77, to the right of your equation. Notice that the *hand* becomes the *insert arrow*. This is so you can insert the answer of your calculation into a cell, if you wish.
3. To erase the equation from the display bar, select the *clear* picture.



Printing Your Worksheet

You can print your worksheet at any time. To find out how, see “Printing with Jane” in Section 1.

Leaving JaneCalc

To save your worksheet and leave JaneCalc, just select the *stop sign*. Then select the *YES* picture. Jane saves your work.



Now that you’ve set up a worksheet, you’re ready to move on to the next two sections of this handbook. Section 4 shows you how to use JaneList to build a short list of four addresses. Section 5 explains how to take a picture of your JaneCalc and JaneList examples and insert them into your Calaveras County Frog Jumping Club letter.



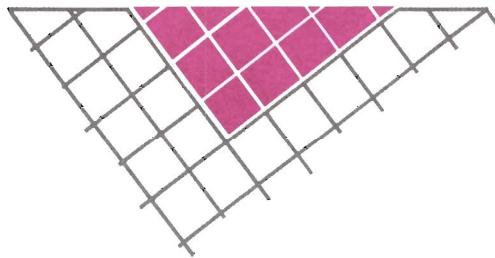
4: Keeping Lists and Addresses with Jane

In this section, you'll learn how to keep lists and addresses with JaneList, Jane's list keeper. You'll learn all about the different JaneList pictures you can use to work with your lists. Feel free to try using these pictures, if you like.

For practice, this section provides an exercise where you'll create your own list with JaneList. This list keeps track of names and addresses for members of the Calaveras County Frog Jumping Club. In Section 5, you'll learn how to insert one of the names and addresses from this list into your JaneWrite letter.

Meet JaneList

JaneList helps you keep track of information that you would normally write down in a list of two or more columns. After you select JaneList, you decide what categories to organize your list into. Then you type information into these categories.



JaneList keeps the list information you create on electronic “cards”. You can keep track of virtually any kind of information you want on JaneList’s cards.

You have two options for creating lists with JaneList. One option is to use list formats that Jane has already set up for you. For example, with Jane’s existing list formats, you can keep track of your album collection, the addresses of your friends and business associates, or even your small appliance warranties.

You can also create your own list format to store any information you like. For instance, if you are a bird watcher, you can design your own list to keep track of bird sightings.

After you create your list, you can use JaneList pictures to flip through your cards, find one particular card, or even sort your cards in a particular order.

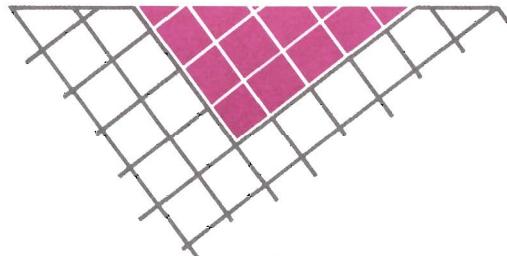
Selecting JaneList



To work with JaneList, just select the *filing cabinet* that you see at the top of the screen. Jane displays a window asking you to wait while it starts JaneList. Then Jane asks you to insert your storage disk. After you insert your storage disk, Jane displays your JaneList directory.

Selecting a List to Work With

The JaneList directory includes the names of all of your existing lists. You use it to tell Jane which list you want to work with. You can select a list that



you've worked on before, or you can create a new list.



Working with an Existing List

To work with an already existing list, just select its name. JaneList displays the list for you to continue working on.

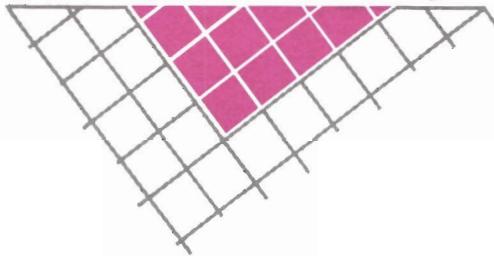
Press RETURN to
Select - time
jumps from one
list to another.
Then
select
until
you
see
OK

Creating a New List

To create a new list, select the picture in your JaneList directory that says NEW. JaneList asks you to type the name of the list you want to create. Go ahead and type in the list name—it can be up to 10 characters long.

After you type your list name, press **(RETURN)** and your joystick button. JaneList displays the following window.





Using this window, you tell Jane what kind of a list you want to make. You can design your own list format, or you can select one of the lists that JaneList has already started for you.

Designing Your Own List. If you choose to set up your own list format, your next step is to name the categories your list will contain. Picture these categories as the names of the column headings in your list. You can have as many as 15 category names; each can be up to 12 characters long. You'll learn more about the specifics of designing your own list in the exercise later in this section.

Choosing a List Jane Has Already Set Up for You.

The list you want to create may match closely one of the list formats that JaneList has set up. If so, you'll have a head start by choosing one of these formats. These list formats are described in the following table.

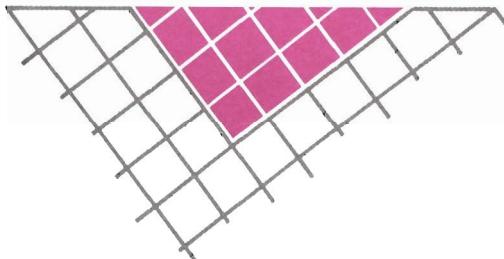
Already Set-up Lists

Album/Cassette List



Description

This list keeps track of your record and tape collections. It has a place for the title of the recording, the artists' names, and the name of anyone you've lent the recording to recently.



Credit Card List



This list keeps track of all of your credit cards. You can record the card's number, renewal date, credit limit, billing date, and the names of anyone allowed to use it.

Health Records



Keep track of your family's health information with this list. You can record a person's name, birthdate, the names and phone numbers of the doctor and dentist they visit, and any allergies the person may have, among other things.

Warranty List



This list helps you keep track of warranties. You can record the item's name, its serial number, the date you purchased the item, and the date the warranty expires.

Address Book



This list keeps track of your friends' names, addresses, phone numbers, and birthdates.

Business Rolodex

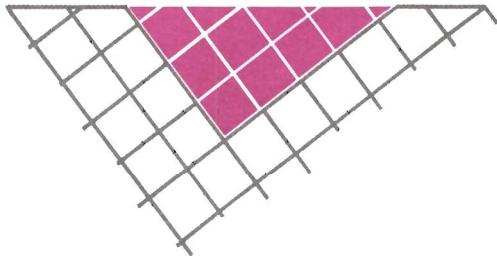


You can record important information about your business contacts with this list. Use it to keep track of a person's name, telephone number, title, how you met the person, and other important information.

Car Maintenance Record



This list keeps track of your car's maintenance history. The list records the date of the repair, the mileage on your car, what kind of work was done, who the mechanic was, how much it cost, and any comments you might have about the repair.



Home Repair Record



With this list, you can record information concerning your home's repair history. The list helps you keep track of the kind of repair that was made, when the work was done, who the contractor was, how much it cost, and other things.

After you've designed your own list or selected one of the lists just described, JaneList displays the first card. Now you can begin typing your information. See the example later in this section to learn how.

Good Help is Easy to Find

After you select a list, you can get help that describes JaneList in detail.



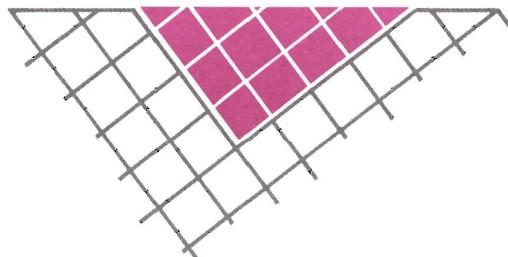
To get help, just select the *question mark*. Jane displays the following screen, which lists the JaneList tasks you may need help with.

HELP

Select one of the JaneList tasks below for an explanation.

- Creating a list of your own design
- Adding cards to your list
- Deleting cards from your list
- Modifying cards in your list
- Flipping through your cards
- Working with a particular card or group of cards
- Using "wildcards"
- Arranging your list alphabetically
- Getting your list on paper or on labels
- Additional Information

EXIT



If you want to get help with a particular task, just select the task and then follow Jane's instructions for inserting your **YELLOW** help disk. JaneList then displays the help information.

Using JaneList Pictures

You can use a number of JaneList pictures to work with your lists. These pictures help you flip through your cards, get rid of cards, and rearrange cards.

JaneList displays these pictures at the bottom of your screen. The following table describes their functions.

Picture

Add a card



First card



Next card



Previous card



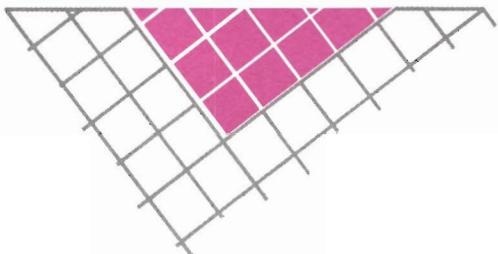
Description

Adds a new card to the list.

Displays the first card in the list.

Displays the next card in the list.

Displays the previous card in the list.



Last card

Displays the last card in the list.



Rearrange cards

Rearranges the cards in the list into a specific order.



Group cards

Selects a specific card or a group of cards to work with.



Delete a card

Deletes a card from your list.



Labels format

Formats your cards for printing on mailing labels.



List format

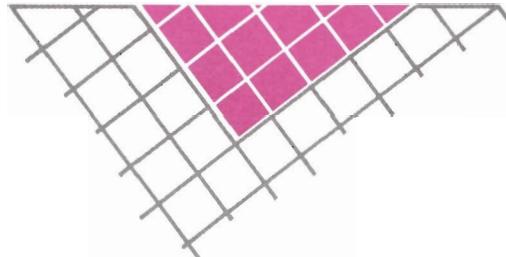
Formats your cards for printing as a list.



Card format

Formats your cards for printing them "as is".





Exercise 3: Preparing a List with JaneList

In the next few pages, you'll learn how to prepare your own list that keeps track of names and addresses of Calaveras County Frog Jumping Club members. In Section 5, you'll learn how to insert part of this list into the JaneWrite letter you created in Section 2.

Selecting JaneList

To select JaneList so that you can begin preparing your sample list, simply select the picture of the *filing cabinet*. Then follow Jane's instructions for inserting your storage disk. Jane then displays your JaneList directory.



Selecting a List

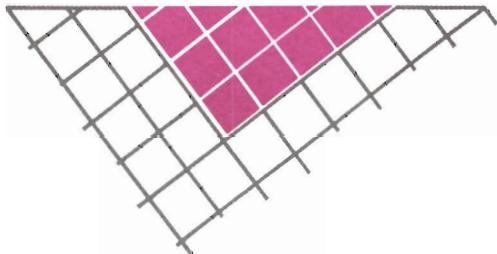
After your JaneList directory appears, tell Jane that you want to create a new list by selecting NEW.

JaneList displays a window asking you for the name of the list you want to create. Using your keyboard, type in the name of your new list, which you can call "frognames". Now press **(RETURN)** and your joystick button.



JaneList now asks you if you want to create your own list from scratch, or if you want to use one of the lists JaneList has already set up for you. In this example, you're going to create your own list, so select the *create your own* picture. Then select OK.





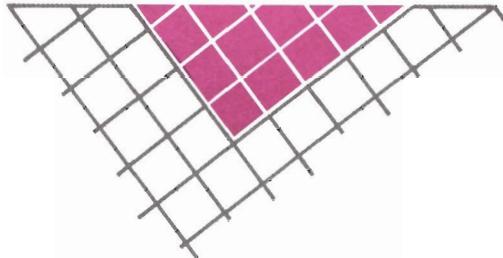
Building Your List Format

JaneList then displays a window that you use to name the categories in your list.



To design your own list format, just type in the first category name next to the first blank, press **(RETURN)**, type another name, press **(RETURN)**, and so on. You can type as many as 15 category names, each as long as 12 characters.

In the example list, you want to keep track of club member names and addresses. Go ahead and type these category names.



Name
Address
Town, State
Zip
Home Phone

Correcting Mistakes

If you make a mistake and need to fix what you type, you can use:

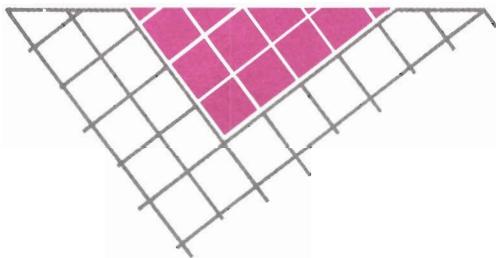
- The **(DEL)** key to delete characters to the left of the hand
- The hand to type over characters you've already typed
- The *insert arrow* to insert characters into existing text

When you finish typing the category names, select the OK picture. Jane displays the first card of your new list with your category names on the left side of the card prompting you for the information. You can now begin typing names and addresses.

Typing Information

Typing information into a JaneList card is simple. Just type in the information for the first category name and press **(RETURN)**. Then type in the information for the second category name and press **(RETURN)**. Continue until you fill in each category.

When you finish typing the last line of each card, press **(RETURN)**. Jane displays the next blank card.



Use the first four cards to type these names and addresses:

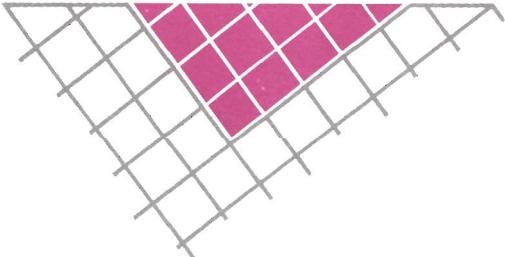
Holly Hopright
4132 Lilypad Lane
Calaveras, Missouri
60512
555-1234

Woody Webfoot
5126 Frog Hollar Way
Calaveras, Missouri
60512
555-9876

Terri Tadpole
2233 Whitelip Road
Calaveras, Missouri
60513
555-2345

Peeper McJump
5432 Greenwart Road
Calaveras, Missouri,
60513
555-5678

A list you keep on paper can be pretty limiting—it stays in one order, and you have to read the whole thing to find what you’re looking for. JaneList gives you several other ways to order and find information in a list, as you’ll read about next.



Flipping Through Your Cards

Flipping through your JaneList cards is a lot like reading down a list. The key difference is that you can concentrate on each list item separately instead of having them all jumping out at you. There are four ways you can flip through your cards. You can:

- Select the *first card* picture to see the first card in the list.
- Select the *next card* picture to see the next card.
- Select the *previous card* picture to see the previous card.
- Select the *last card* picture to see the last card in the list.

Go ahead and select these pictures to see how to flip through your cards.

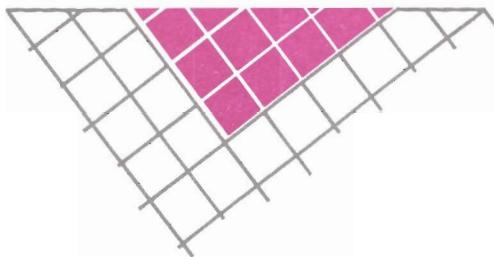
Rearranging Cards

If you want, Jane will rearrange your cards in order by category.

For example, to arrange your four cards in alphabetical order by first name, follow these steps:

1. Select the *rearrange cards* picture.
2. JaneList then displays a window that lists all the category names. Since you want to sort by name, just select the name category. **Note:** If you were to select a category that contained only numbers, then JaneList would arrange your cards numerically.
3. Select OK. JaneList sorts your cards alphabetically by name. You can now flip through your cards to see the alphabetized list.





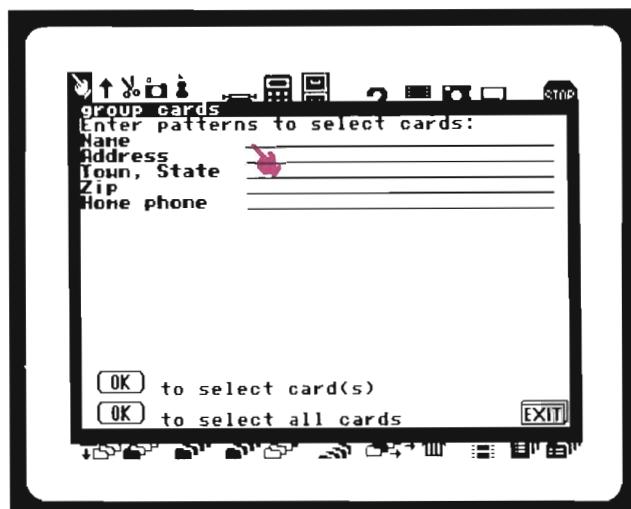
Finding a Card

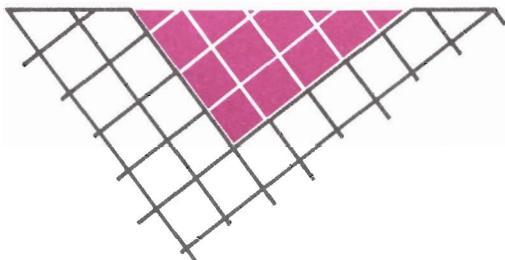
If you have a lot of cards in your list, flipping through them becomes a rather tiresome task when you're just looking for one particular card. If you know what card you're looking for, JaneList can find it for you.

For example, let's assume that you've typed a card for each Calaveras County Frog Jumping Club member, and you want to find Terri Tadpole's card. Follow these steps to have JaneList display the card:



1. Select the *group cards* picture. Jane displays the following window, which asks you to fill in as much information as you can about the card.

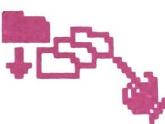




2. Type as much information about the card as you can, or enough information so that JaneList can distinguish that card from other cards. Since each card contains a unique member name, you can just type "Terri Tadpole".
3. Select the first OK picture to select the group of cards for display. Jane then searches through your cards. When JaneList finds the Terri Tadpole card, it displays the card on your screen.
4. The next time you ask JaneList to look for a card, it will look through the last group of cards you selected. If you want JaneList to look through your entire list again, you need to select the entire list. To do this, select the *group cards* picture and then the second OK picture.

Adding A Card

To add another card to your list, select the *add a card* picture. JaneList displays a blank card that you can use to add the card you want.

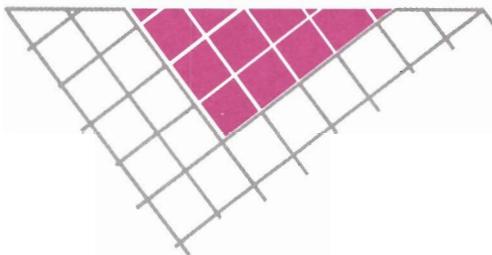


Deleting a Card

To delete a card, display the card you want to delete by flipping through your cards. Or, if your list is long, select the *group cards* picture.

When you find the card that you want to delete, just select the *delete a card* picture. Jane deletes the card.





Printing Your Cards

Printing your JaneList cards is a little different from printing a worksheet or a document. You can print the cards in three ways:

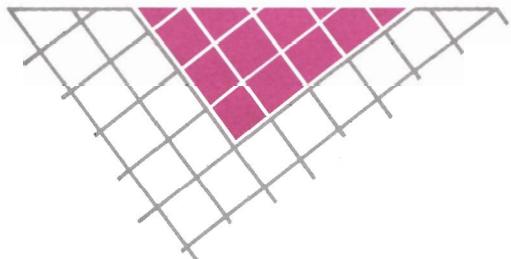


- As *mailing labels*. If you choose to print your cards as mailing labels, Jane displays a format screen. You use this screen to tell Jane exactly how you want your mailing labels to appear. After you format your mailing labels, you can go ahead and select the *printer* picture to have Jane print the labels.
- As a list, with the information for each card appearing on its own line. If you choose this method, Jane displays a format screen that you use to tell Jane what information to include on each line. After you format your lines, you can print them by selecting the *printer* picture.
- In *card format*, just as they appear on the screen. After you select *card format*, you can print your cards by selecting the *printer* picture.



Suppose you want to print your “frognames” cards as mailing labels. Select the *labels format* picture. To construct the label format, select the name of the first category to appear on the label. Point to the location on the label where you want that category to appear, and press the joystick button. Repeat these steps for all the categories you want to appear on the label.

Note: Use the scissors to remove a category from the label.

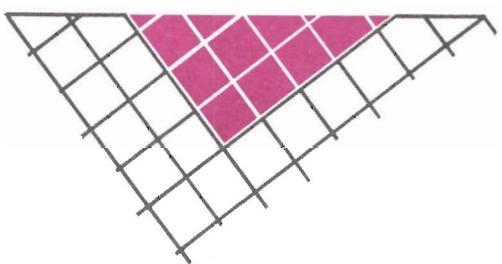


When you finish constructing the label format, select OK. Then make sure your printer is turned on and has paper. When you're ready to have Jane print your cards, select the *printer*.

Leaving JaneList

To leave JaneList and save the work you've done with "frognames", just select the *stop sign*. Then select YES when JaneList asks you if you want to save your work. JaneList saves your work and returns you to the screen you see when you first start Jane.

By now, you've written your example JaneWrite letter, built your example JaneCalc worksheet, and typed some names into your JaneList club member list. The next section explains how you can tie all of these examples together. You'll learn how to insert the JaneCalc and JaneList examples into your JaneWrite letter.



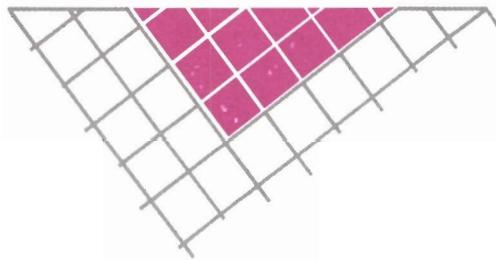
5: Using All of Jane Together

In this section, you'll learn how to use JaneWrite, JaneCalc, and JaneList as a team. You'll learn how to complete the Calaveras County Frog Jumping Club letter by inserting into the letter the examples you created in JaneCalc and JaneList.

After you insert the JaneCalc and JaneList examples, you'll have a complete letter. It not only tells club members about the field trip, but also contains the detailed costs of the trip and the name and address of the club treasurer, to whom club members can send their checks.

Using JaneWrite, JaneCalc, and JaneList as a Team

In the next few pages, you'll work through some simple procedures. They insert the JaneCalc and JaneList examples into the JaneWrite letter. Before you get started, here are a few extra things you should know about how Jane works.



One of the nice things about Jane is that it's consistent. Jane works pretty much the same way whether you're using JaneCalc, JaneList, or JaneWrite.

For example, getting help works the same no matter what you're doing with Jane. Also, using the *camera* works the same whether you take a picture of a paragraph, a worksheet column, or a JaneList address. As you worked through the examples in this handbook, you probably noticed this already.

Inserting the Worksheet into Your Letter

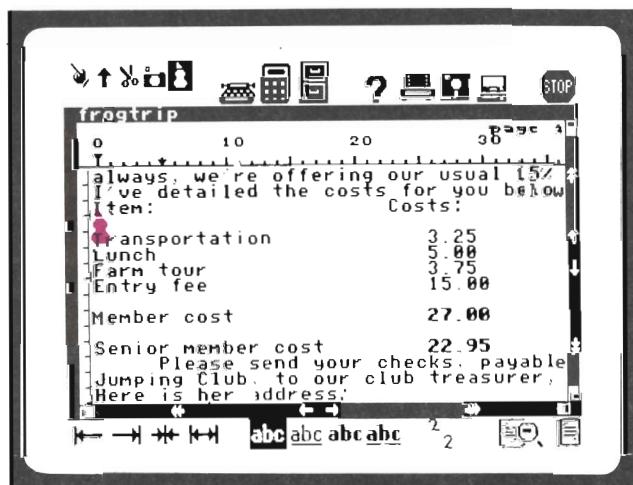
To insert your "frogcosts" worksheet into your "frogtrip" letter, follow the instructions below. These steps assume that you've already started Jane but have not yet selected anything.

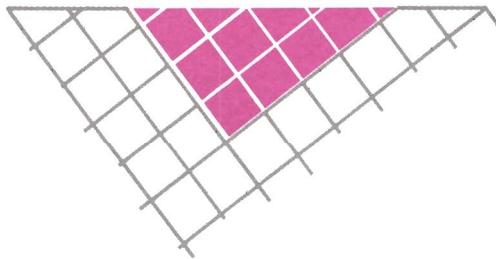
1. Select JaneCalc. Follow Jane's instructions for inserting your disks. Jane then displays your JaneCalc directory.
2. Tell Jane that you want to work with the worksheet you created in Section 3 by selecting "frogcosts". Jane displays the "frogcosts" worksheet on your screen.
3. Select the *camera*.
4. Highlight the worksheet down to the line that lists the cost per senior member. (The income information doesn't belong in the letter.) When you release the joystick button, Jane takes a picture of your worksheet.





5. Select the stop sign. Since you haven't made any changes, tell Jane that you don't need to save your work by selecting NO. This takes you out of JaneCalc.
6. Select JaneWrite. Follow Jane's instructions for inserting your diskettes. Jane then displays your JaneWrite directory.
7. Since you want to insert your picture into your example letter, select the letter named "frogtrip". Jane then displays the letter.
8. Select the *paste jar*.
9. To insert the worksheet into the letter, move the *paste jar* to the first space of the blank line after the second paragraph, which ends "...for you below". Press the joystick button. If you've followed the instructions correctly, you now have the Calaveras County Frog Jumping Club's field trip costs in your letter. It should look like the following screen.





10. Select the *stop sign* and then YES to save your work.

Inserting the Treasurer's Address into Your Letter

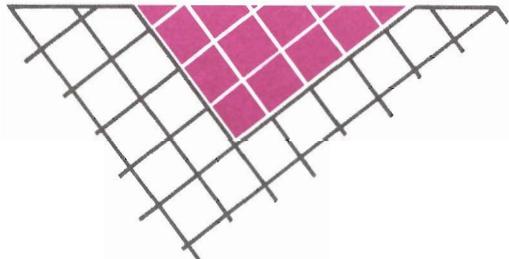
Inserting a JaneList card into your JaneWrite letter works much the same as inserting the worksheet. In fact, by now you might know enough about how Jane works to insert the card without reading the instructions below.

But just in case you need some help, here's the procedure:



1. Select JaneList. Follow Jane's instructions for inserting your diskettes. Jane then displays your JaneList directory.
2. Tell Jane that you want to work with the list you created in Section 4 by selecting "frognames". Jane displays the first "frognames" card on your screen. It should be Holly Hopright's card. This is the card you want.
3. Select the camera.
4. Highlight the entire card. When you release the joystick button, Jane takes a picture of the card.
5. Select the *stop sign*. Since you haven't made any changes, tell Jane you don't need to save your work by selecting NO. This takes you out of JaneList.
6. Select JaneWrite. Follow Jane's instructions for inserting your diskettes. Jane then displays your JaneWrite directory.



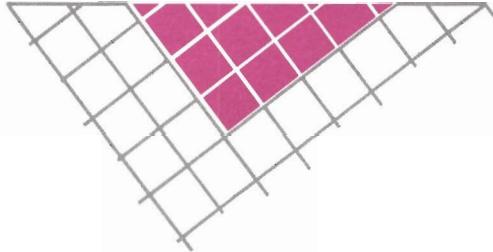


7. Since you want to insert your picture into the letter, select the letter named "frogtrip" Jane then displays the letter.
8. Select the *paste jar*.
9. To insert Holly Hopright's card into the letter, move the *paste jar* to the first space of the blank line after the third paragraph and press the joystick button. If you've followed the instructions correctly, you now have Holly Hopright's name and address included in your Calaveras County Frog Jumping Club letter.

Notice that there are no blank lines between paragraphs two and three and paragraphs three and four. To insert a blank line between paragraphs two and three, select the *insert arrow* and position it just after the five in the senior member fee of 22.95. Then press **(RETURN)**. JaneWrite inserts the blank line.

Follow the same procedure to insert a blank line between paragraphs three and four. Position the *insert arrow* just after the last digit in Holly Hopright's phone number. Then press **(RETURN)**. JaneWrite inserts the blank line.

You now have a complete letter containing all the information that club members need to know. It should look like this:



frogtrip

0 10 20 Page 1

July 1, 1985

Dear club member,

I'm jumping with joy to report the trip and frog jumping contest to the just one month away! Here are the exciting frog jumping function of the

The club bus will leave from here August 7 and the frog farm tour will this year's field trip includes transportation, lunch, and the entrance fee for the always, we're offering our usual 15%

← → ↻ ↺ abc abc abc abc 2

frogtrip

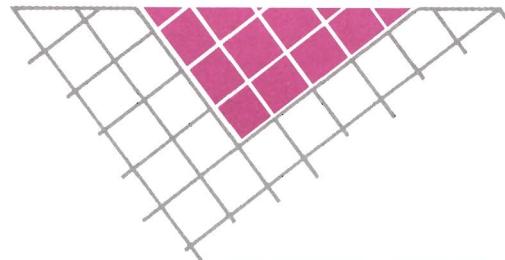
0 10 20 Page 1

I've detailed the costs for you below:

Item:	Costs:
Transportation	3.25
Lunch	5.00
Farm tour	3.75
Entry fee	15.00
Member cost	27.00
Senior member cost	22.95

Please send your checks, payable Jumping Club, to our club treasurer, Here is her address:

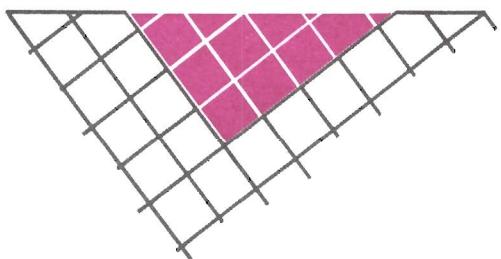
← → ↻ ↺ abc abc abc abc 2



Remember to select the *stop sign* and then YES to save your changes.

The Adventure's Just Beginning

Now that you've read this handbook and worked through the examples, you're ready to go on to bigger and better things! Experiment and play with Jane. Practice is absolutely the best way to learn. And remember, Jane is always ready to help if you need it. Have fun!



A: Key Functions

After you become familiar with how Jane works, you'll probably find that using the keyboard works faster than using your joystick. This appendix describes the ways that all of Jane's keys work.

Note: If you see two keys together, like **(CTRL)-**K****, be sure you hold down the **(CTRL)** key as you press the **(K)** key.

Commonly Used Keys

Here are the keys that you'll use with Jane.

Keys that Select JaneWrite, JaneCalc, and JaneList

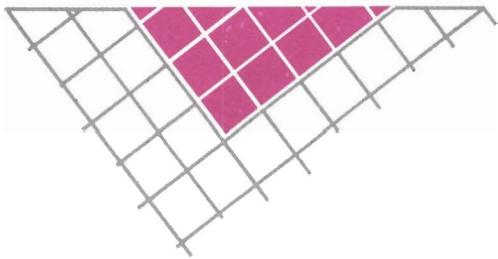
Key(s)

(CTRL)-F5****



Function

Selects JaneWrite.



[CTRL]-[F3]

Selects JaneCalc.



[CTRL]-[F1]

Selects JaneList.



Key(s)

Function

C-

Selects the picture you're pointing to. This is the same as pressing your joystick button. You can also use this key with cursor movement keys to highlight.

[CLR HOME]

Selects the *hand*.



[F1]

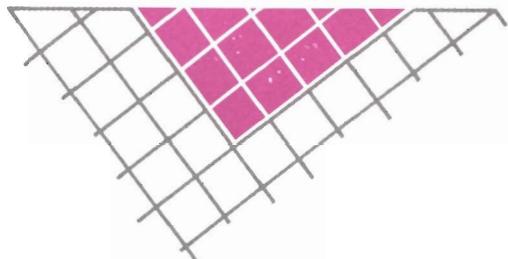
Selects the *insert arrow*.



[F3]

Selects the *scissors*.





(F5)

Selects the *camera*.



(F7)

Selects the *paste jar*.



Keys that Move a Tool Around the Screen

Key(s)

RETURN

Moves the tool you're using to the next most logical place on the screen.



Moves the tool up.



Moves the tool down.



Moves the tool to the right.



Moves the tool to the left.

CTRL -

Scrolls up one screen.

CTRL -

Scrolls down one screen.

CTRL -

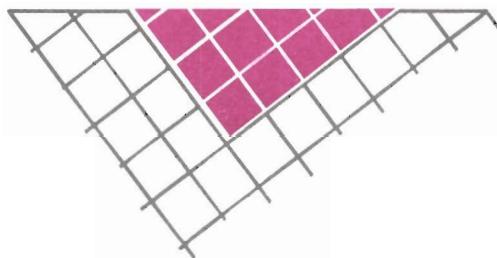
Scrolls to the right side of the screen.

CTRL -

Scrolls to the left of the screen.

TAB

Moves the tool to the next tab stop.



Keys that Perform General Tasks

Key(s)

[HELP]



Function

Selects help.

[CTRL]-[INST DEL]



Lets you set up your computer and printer.

[CTRL]-[CLR HOME]



Displays the storage disk directory. You use this directory to copy, rename, and delete your documents, worksheets, and lists, and to prepare new storage disks.

[CTRL]-[F7]



Prints the document, worksheet, or list currently displayed.

[CTRL]-[RESTORE]



Selects STOP and asks you if you want to save your work.

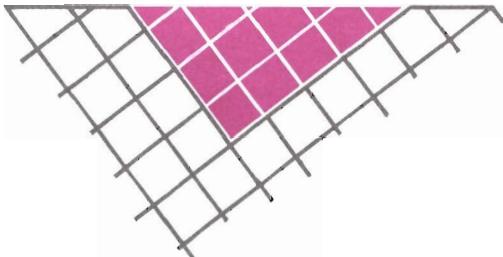
[RUN STOP]



Takes you out of the window you're in and returns you to whatever you were doing before you saw the window. This is the same as selecting EXIT.

[INST DEL]

Deletes characters to the left of the tool you're using.



JaneWrite Keys

You use these keys to select JaneWrite pictures.

Key(s)

(CTRL)-



Function

Selects the *even left side* picture.

(CTRL)-



Selects the *even right side* picture.

(CTRL)-



Selects the *centered text* picture.

(CTRL)-



Selects the *blocked text* picture.

(CTRL)-



Selects the *standard text* picture.

abc

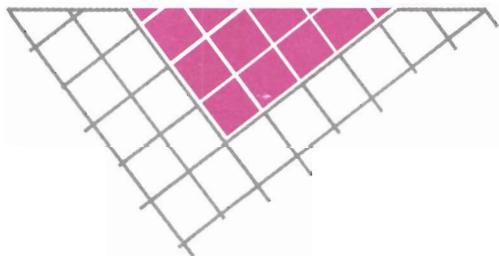


Selects the *underlined text* picture.

abc



Selects the ***boldface text*** picture.



[CTRL]-7

Selects the **boldface** underlined text picture.

abc

[CTRL]-8

Selects the *super^{script}* picture.

2²

[CTRL]-9

Selects the *sub_{script}* picture.

2₂

[CTRL]-0

Selects the *find text* picture.

[CTRL]-+

Selects the *page format* picture.

[CTRL]-R

Moves the *hand* to the ruler.

C:

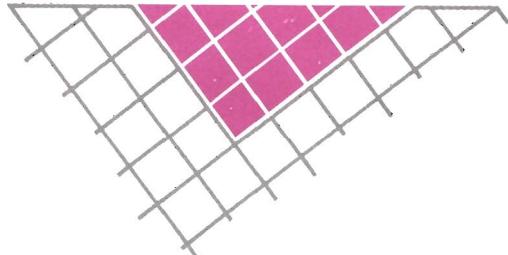
Selects a margin triangle on the ruler.

C:-→

Moves a margin triangle to the right.

C:-←

Moves a margin triangle to the left.



JaneCalc Keys

Here are the keys you use to select JaneCalc pictures.

Key(s)

(CTRL)-(←)



Function

Selects the *equals* picture.

(CTRL)-(1)

Selects the *clear* picture.

clear

(CTRL)-(2)

Selects the *add* picture.



(CTRL)-(3)

Selects the *subtract* picture.



(CTRL)-(4)

Selects the *multiply* picture.



(CTRL)-(5)

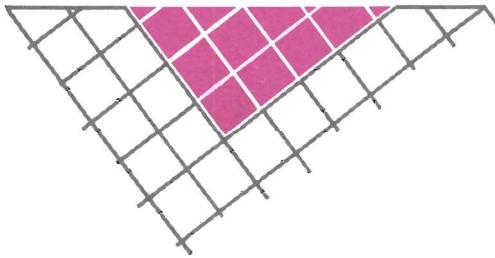
Selects the *divide* picture.



(CTRL)-(6)

Selects the *percent* picture.





[CTRL]-7

Selects the *left parenthesis* picture.

(

[CTRL]-8

Selects the *right parenthesis* picture.

)

[CTRL]-9

Selects the *sum* picture.

SUM

[CTRL]-0

Selects the *average* picture.

avg

[CTRL]-+

Selects the *count* picture.

cnt

[CTRL]-(-)

Selects the *minimum* picture.

min

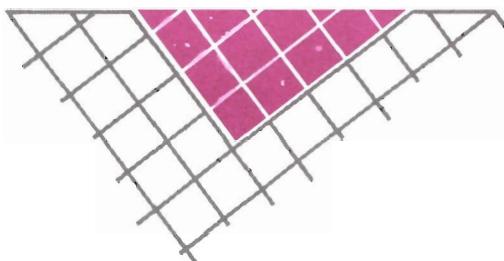
[CTRL]-£

Selects the *maximum* picture.

Max

[CTRL]-R

Selects the row function. Jane inserts a blank row if tool is *hand*, deletes a row if tool is *scissors*, copies a row if tool is *camera*, and inserts a row if tool is *paste jar*.



(CTRL)-C

Selects the column function. Jane inserts a blank column if tool is *hand*, deletes a column if tool is *scissors*, copies a column if tool is *camera*, and inserts a column if tool is *paste jar*.

(CTRL)-D

Moves the *hand* to the display bar.

JaneList Keys

You use these keys to select JaneList pictures.

Key(s)

(CTRL)-←

Function

Selects the *add a card* picture.



(CTRL)-1

Selects the *first card* picture.



(CTRL)-2

Selects the *next card* picture.



(CTRL)-3

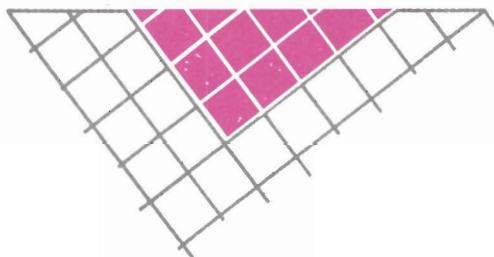
Selects the *previous card* picture.



(CTRL)-4

Selects the *last card* picture.





(CTRL)-**5**

Selects the *rearrange cards* picture.



(CTRL)-**6**

Selects the *group cards* picture.



(CTRL)-**7**

Selects the *delete a card* picture.



(CTRL)-**8**

Selects the *labels format* picture.



(CTRL)-**9**

Selects the *list format* picture.



(CTRL)-**0**

Selects the *card format* picture.

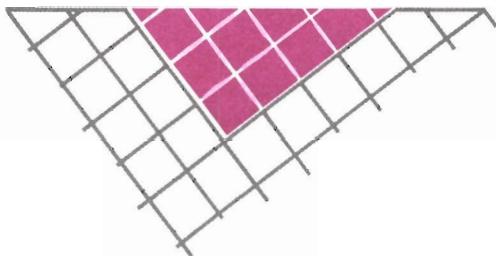


B: Printer Utility

Jane has a special function, provided on your applications disk, that you can use to set up Jane so that you can use a printer other than the printers Jane currently supports.

To use Jane's printer utility, follow these four steps:

1. Make sure your COMMODORE 128 computer is turned off and there is no disk in the disk drive.
2. Turn on your monitor, your disk drive, and your computer.
3. Insert the GRAY applications disk into the disk drive.
4. Type:
RUN "BUILDPRT" and press **(RETURN)**.



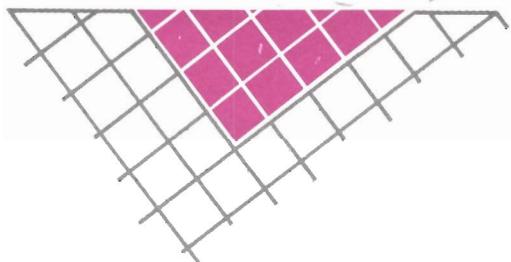
In a few moments, Jane displays a screen that tells you how to proceed. Just follow the instructions on the screen—Jane will lead you through the printer utility.

C: Copying Storage Disks

Disks are fragile and have a useful life of only a few years in steady use. Therefore, it is important to make regular backups or copies of your storage disks to preserve important information. Just as you should save your work to disk every half hour or so, you should also backup your storage disks frequently or whenever you have made large changes to the information on them.

In order to make backups of your storage disks we suggest you use the program entitled SD.BACK-UP.C64 on your Test/Demo disk that came with your disk drive.

Before using the program, you must reset your COMMODORE 128 by turning it off and on again. Then enter 64 mode. It is also a good idea to cover the write protect notch on the source disk (storage disk) with a piece of tape before starting. This protects you from accidentally erasing your source disk.



Load the program by typing:

LOAD“SD.BACKUP.C64”,8 (RETURN)

The program will load itself, and when it gives you the message READY type:

RUN (RETURN)

Note: If you have a 1571 disk drive, answer the first question with a 1, telling the computer you are using one-sided disks.

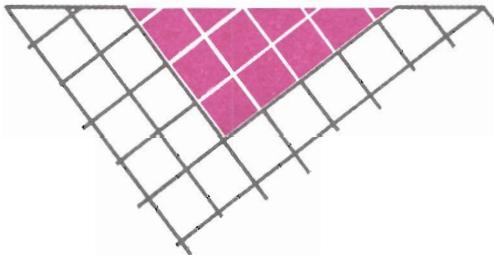
This program works by first reading from the source disk and then writing to the output disk in a series of disk swaps. Follow the on-screen directions inserting your full storage disk whenever the program asks for the SOURCE disk and inserting a blank disk whenever the program asks for the OUTPUT disk.

If your blank disk has not been formatted, you must format it before you make your backup copy. The SD.BACKUP.C64 program will complete this step if you answer N (for No) when the program asks you “Has output disk been formatted?”. The program will then ask you to enter a disk name—use the name STORAGE.

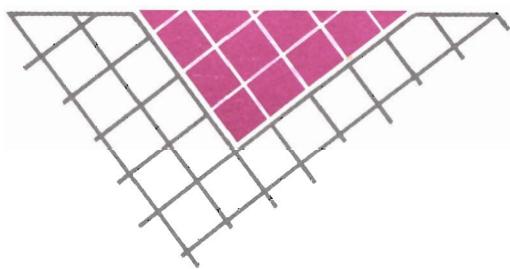
The SD.BACKUP.C64 program will walk you through the steps of copying your storage disk. Simply follow the directions on the screen and shortly you will have a backup of your storage disk. Once this backup is complete, you should place the backup in a safe place.

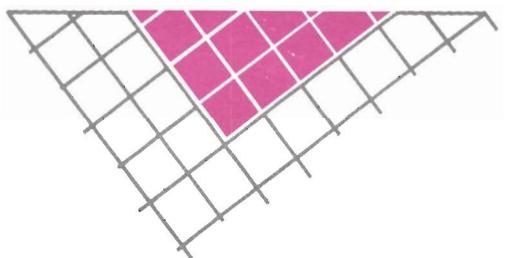
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